

USER MANUAL Financial Monitoring and Planning - Budgeting

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The Budgeting Module provides an effective tool for financial monitoring and planning and the use of resources amongst programmes so as to meet the expected goals. Various functions are provided to assist the schools in monitoring actual incomes and expenditures against budget incomes and expenditures. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module.

This module allows the users to maintain the yearly budget for both income and expenditure. The functions include:

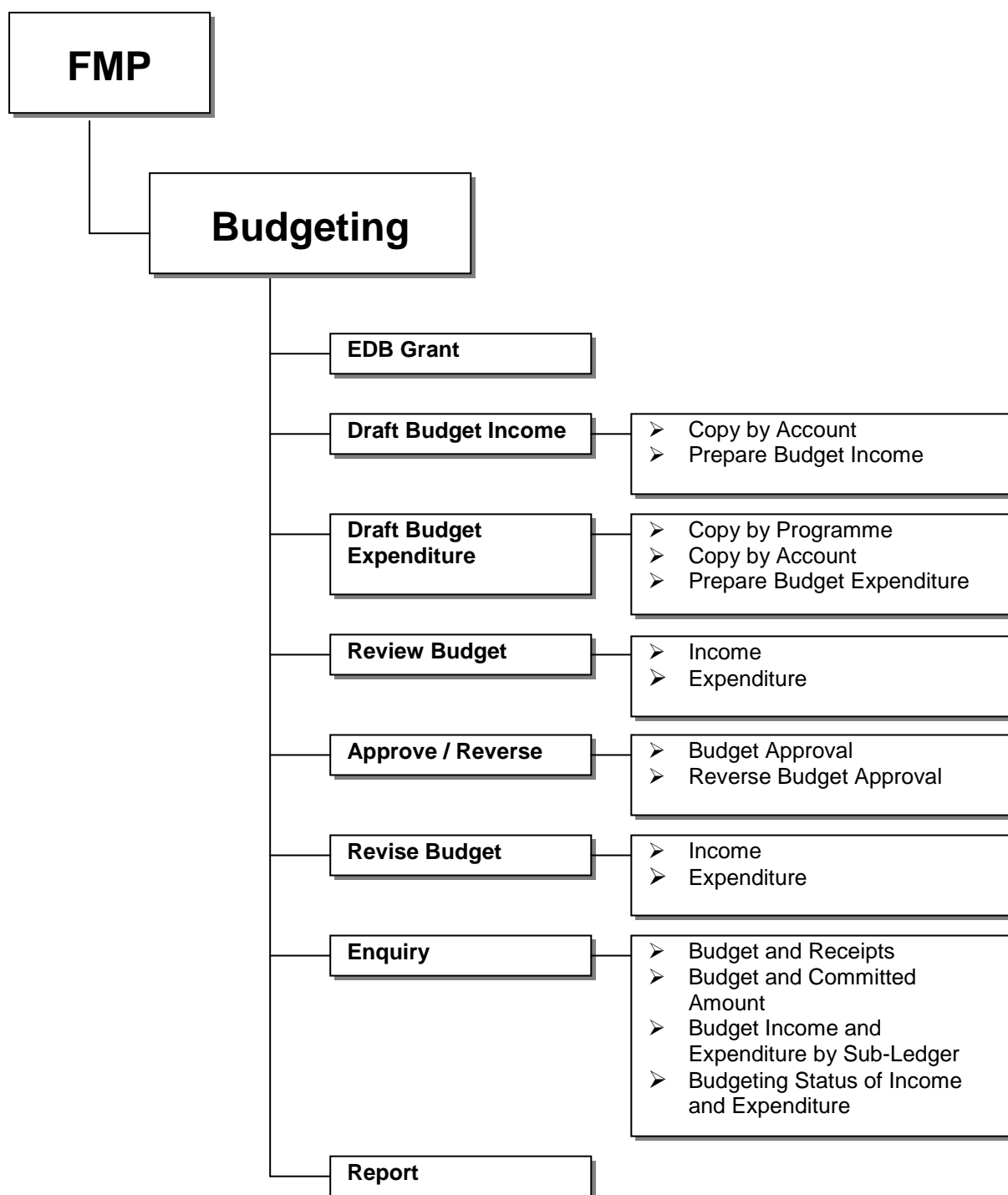
- EDB Grant
- Draft Budget
 - o Income (including copying function)
 - o Expenditure (including copying function)
- Review Budget
 - o Income
 - o Expenditure
- Approve / Reverse
 - o Budget Approval
 - o Reverse Budget Approval
- Revise Budget
 - o Income
 - o Expenditure
- Enquiry
- Report

The following are some of the features of Budgeting Module:

- a. Users can input the EDB grant amount allocated by EDB as per Allocation Advice.
- b. Users can prepare and review Budget Income at the account level and Budget Expenditure at both the programme and account level.
- c. Principal can approve / reverse budget with endorsement of School Management Committee.
- d. Users can revise the approved budget income / expenditure with proper authorization.

- e. Users can enquire on-line information of budget income / expenditure against receipt and committed amount.
- f. Users can copy Budget Income and Expenditure to another school level / session and accounting year. This provides an effective and efficient means to prepare the budget.
- g. When saving unposted vouchers in Bookkeeping and Staff Cost Modules, budget check will be performed if the budget of the year has been approved. The system will check the voucher accounting line amount against the budget amount, and display messages for any insufficient fund. (Please refer to Bookkeeping and Staff Cost user manual for budget check details.)
- h. Users may choose to use Budgeting Module only or any other FMP modules. However, for better financial monitoring purpose, it is recommended that if users plan to start using Budgeting for the coming year, they should set the Budgeting Module Effective Date on or before the start of the Accounting Year or before entering any Bookkeeping or Staff Cost transactions.
- i. If the users choose not to use the Budgeting Module, then all the unposted vouchers created in Bookkeeping and Staff Cost Modules will not go through the budget check process. Besides, if the users choose to set Budgeting Module effective date later than Bookkeeping and Staff Cost Modules effective dates, then all the unposted vouchers created before the Budgeting Module effective date will not go through the budget check process.

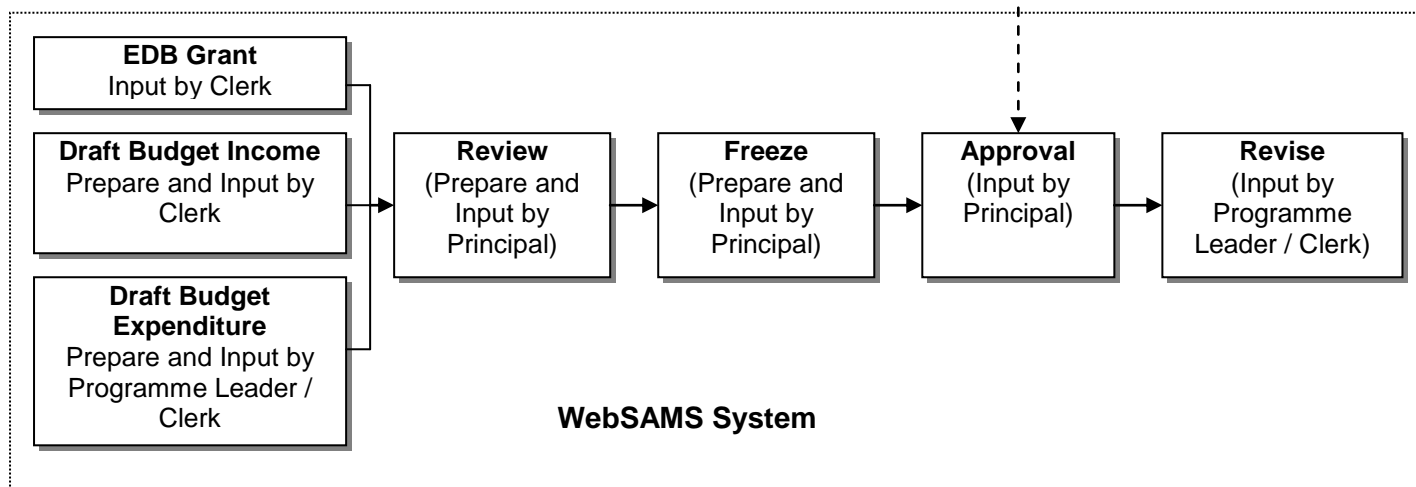
1.2 Function Chart



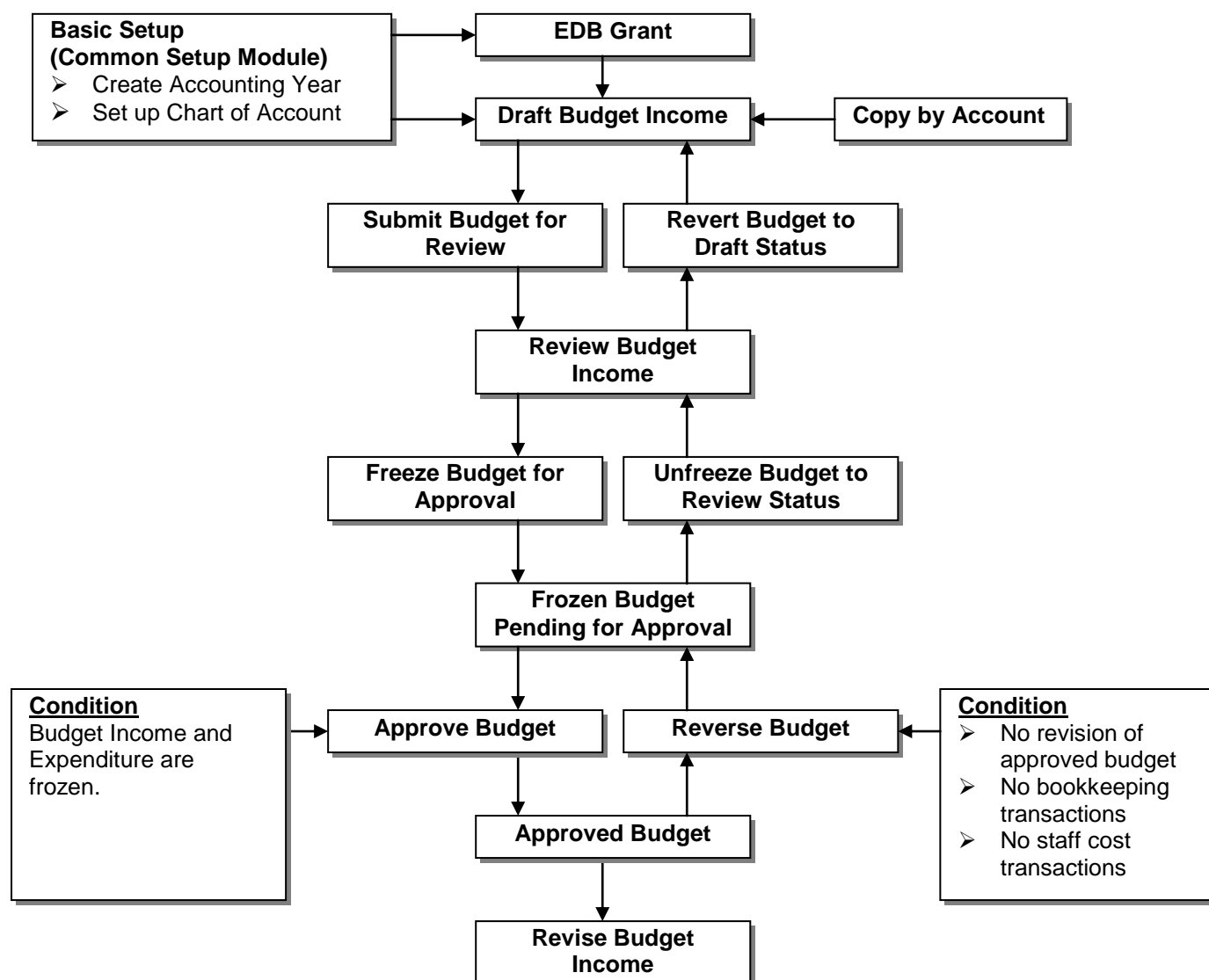
1.3 Flow Diagram

a. Overall Flow

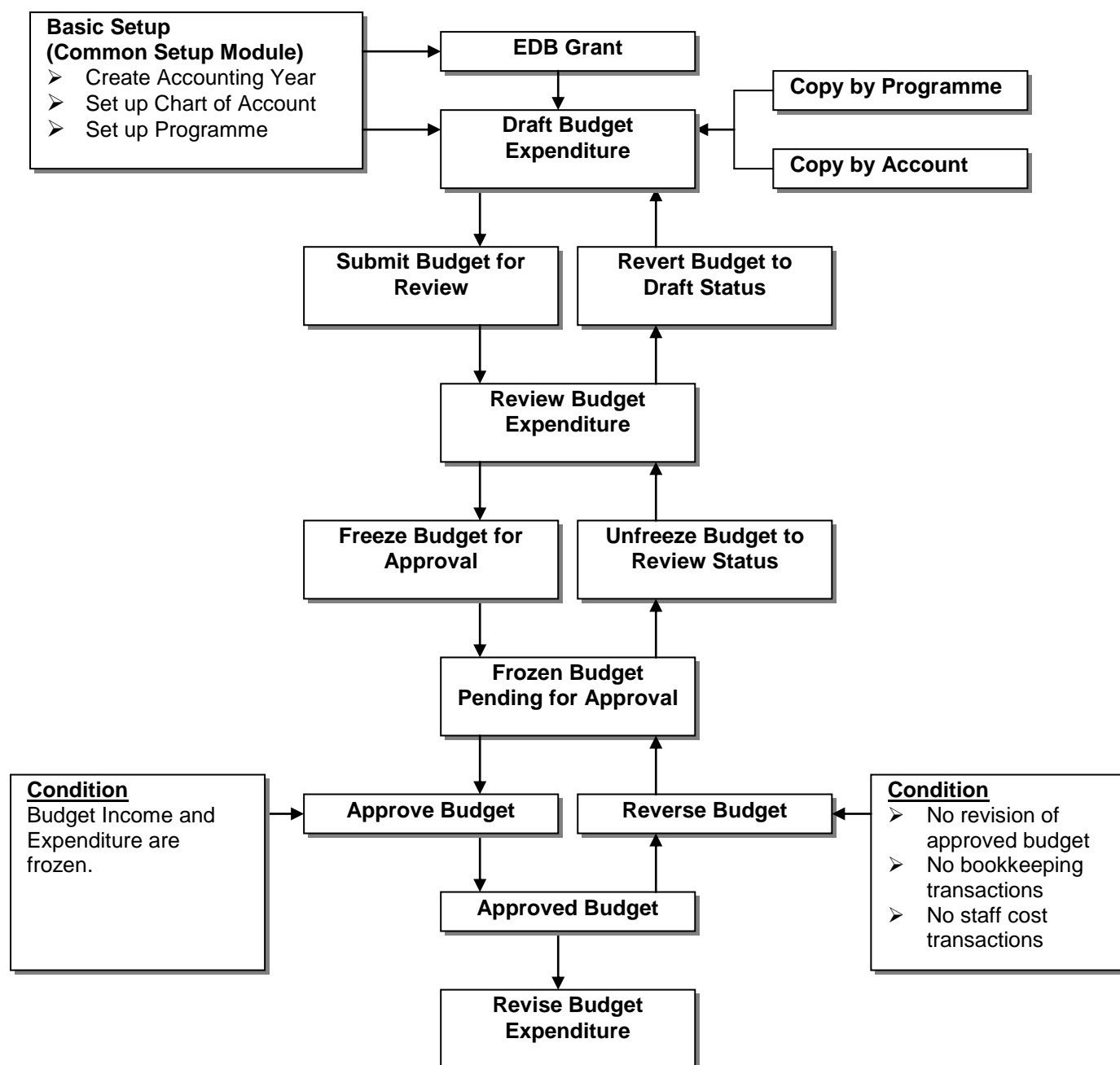
School Management Committee
(Approve outside the system)



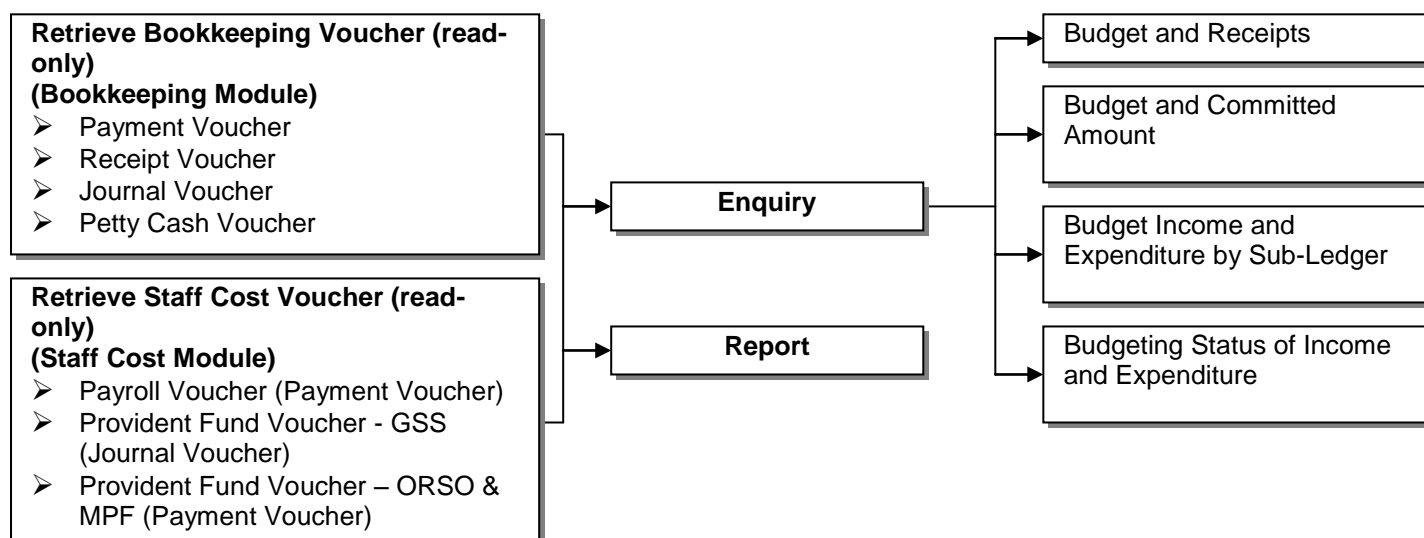
b. Income



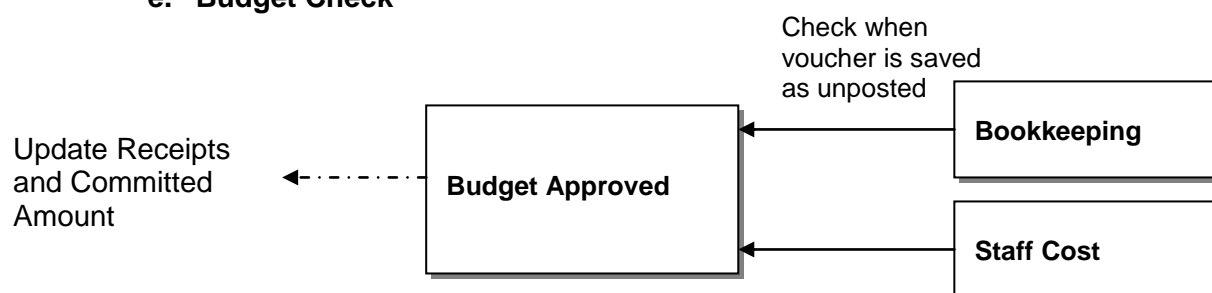
c. Expenditure



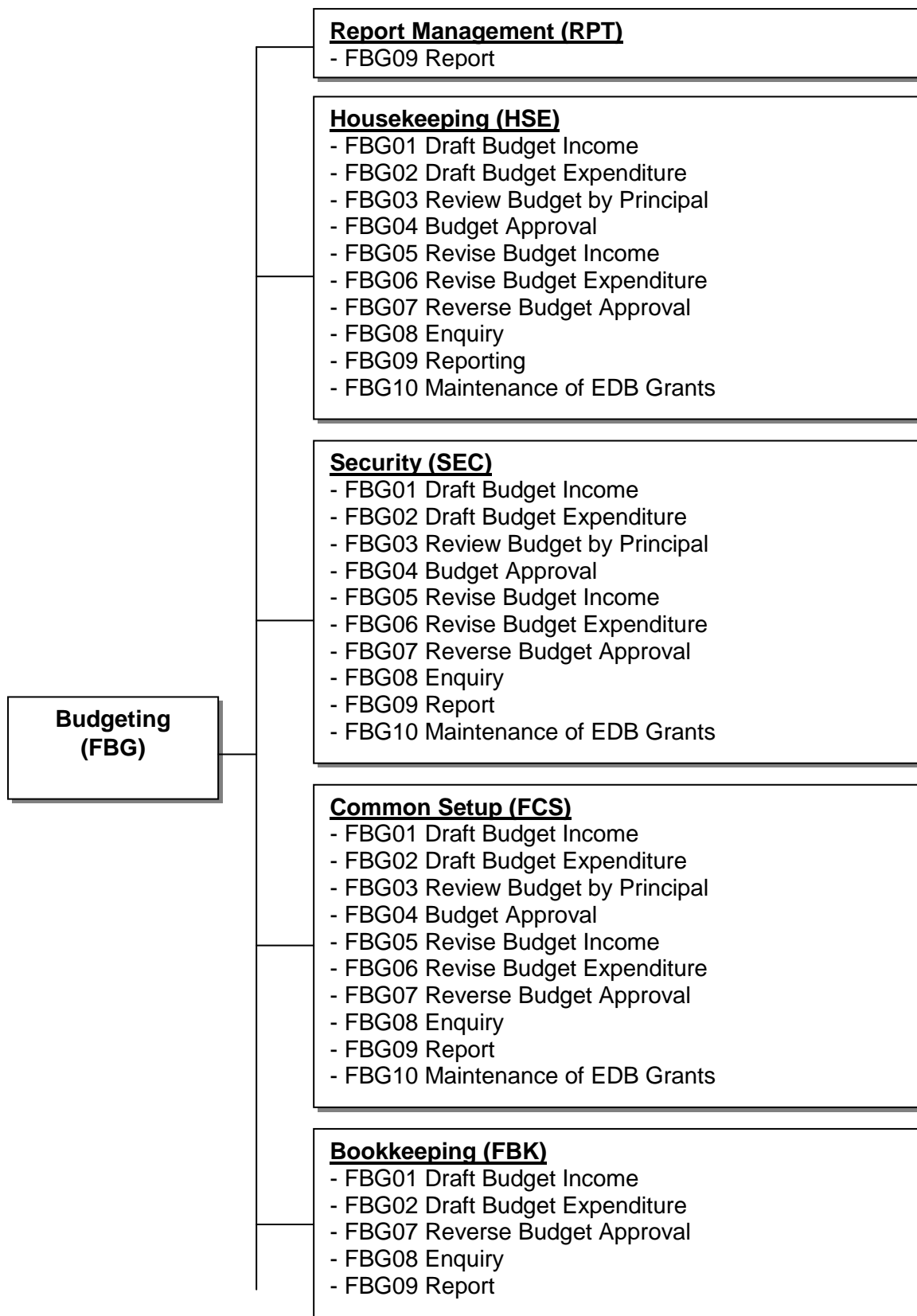
d. Enquiry and Report



e. Budget Check



1.4 Interactions with Other Modules



Staff Cost (FSC)

- FBG01 Draft Budget Income
- FBG02 Draft Budget Expenditure
- FBG07 Reverse Budget Approval
- FBG08 Enquiry
- FBG09 Report



FBG01 – Draft Budget Income

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to allow users to add, edit, view, delete or submit the budget for review.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information.
 - Account Code must exist.
 - Account Code must be effective.
 - Accounting Year must exist.
- Bookkeeping (FBK)
 - Retrieve the Receipts from the Bookkeeping vouchers.
- Staff Cost (FSC)
 - Retrieve the Receipts from the Staff Cost vouchers.



FBG02 – Draft Budget Expenditure

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to allow users to add, edit, view, delete or submit the budget for review.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information.
 - Programme Code must exist.
 - Programme Code must be effective.
 - Account Code must exist.
 - Account Code must be effective.
 - Accounting Year must exist.
- Bookkeeping (FBK)
 - Retrieve the Committed Amount from the Bookkeeping vouchers.
- Staff Cost (FSC)
 - Retrieve the Committed Amount from the Staff Cost vouchers.



FBG03 – Review Budget by Principal

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to allow users to add, edit, view, delete or freeze the budget for the School Level / Session.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in the School Accounting Information.
 - Programme Code must exist. (apply to Expenditure only)
 - Programme Code must be effective. (apply to Expenditure only)
 - Account Code must exist.
 - Account Code must be effective.
 - Accounting Year must exist.



FBG04 – Budget Approval

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to approve or reverse the budget.
 - Insert FMP Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information.



FBG05 – Revise Budget Income

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to revise the budget for the School Level / Session.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information.
 - Account Code must exist.
 - Account Code must be effective.
 - Accounting Year must exist.



FBG06 – Revise Budget Expenditure

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to revise the budget.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective School Accounting Information.
 - Programme Code must exist.
 - Programme Code must be effective.
 - Account Code must exist.
 - Account Code must be effective.
 - Account Year must exist.



FBG07 – Reverse Budget Approval

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to reverse the budget for the School Level / Session.
 - Insert FMP Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Check for the existence of Bookkeeping Budget Check Transactions.
- Staff Cost (FSC)
 - Check for the existence of Staff Cost Budget Check Transactions.



FBG08 – Enquiry

- Housekeeping (HSE)
 - Retrieve the School Level / Session descriptions.
- Security (SEC)
 - Check the users' access right to enquire the budget for the School Level / Session.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in the School Accounting Information.
- Bookkeeping (FBK)
 - Retrieve the Receipts and Committed Amount from Bookkeeping vouchers.
- Staff Cost (FSC)
 - Retrieve the Receipts and Committed Amount from Staff Cost vouchers.



FBG09 – Report

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to print report
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information.
- Report Management (RPT)
 - Retrieve report template.
- Bookkeeping (FBK)
 - Retrieve the Receipts and Committed Amount from Bookkeeping vouchers.
- Staff Cost (FSC)
 - Retrieve the Receipts and Committed Amount from Staff Cost vouchers.



FBG10 – Maintenance of EDB Grants

- Housekeeping (HSE)
 - Retrieve School Level / Session descriptions.
- Security (SEC)
 - Check users' access right to add, edit or view the EDB Grants.
 - Insert Audit Trail.
- Common Setup (FCS)
 - Budgeting Module is set to be effective in School Accounting Information
 - Accounting Year must exist.

2 Operation Procedures

2.1 EDB Grant

2.1.1 Edit EDB Grant



Function Description

Users can input the EDB grant amount allocated by EDB for the school levels / sessions in each of the accounting years as per Allocation Advice. The system will enable auto validation of the budget amount against the EDB grant when users are preparing budget. The EDB grant amount of each of the school levels / sessions is set to zero by default when a new accounting year is created. The validation feature is turned on when the EDB grant amount is greater than \$0.00. Besides providing the feature for the budget to cross check against the EDB grant, this function also allows the EDB grant to validate against the budget (if any).

This is an optional function. If this function is not used, i.e. the EDB grant amount is \$0.00, the budget amount will not be validated against the EDB grant amount.



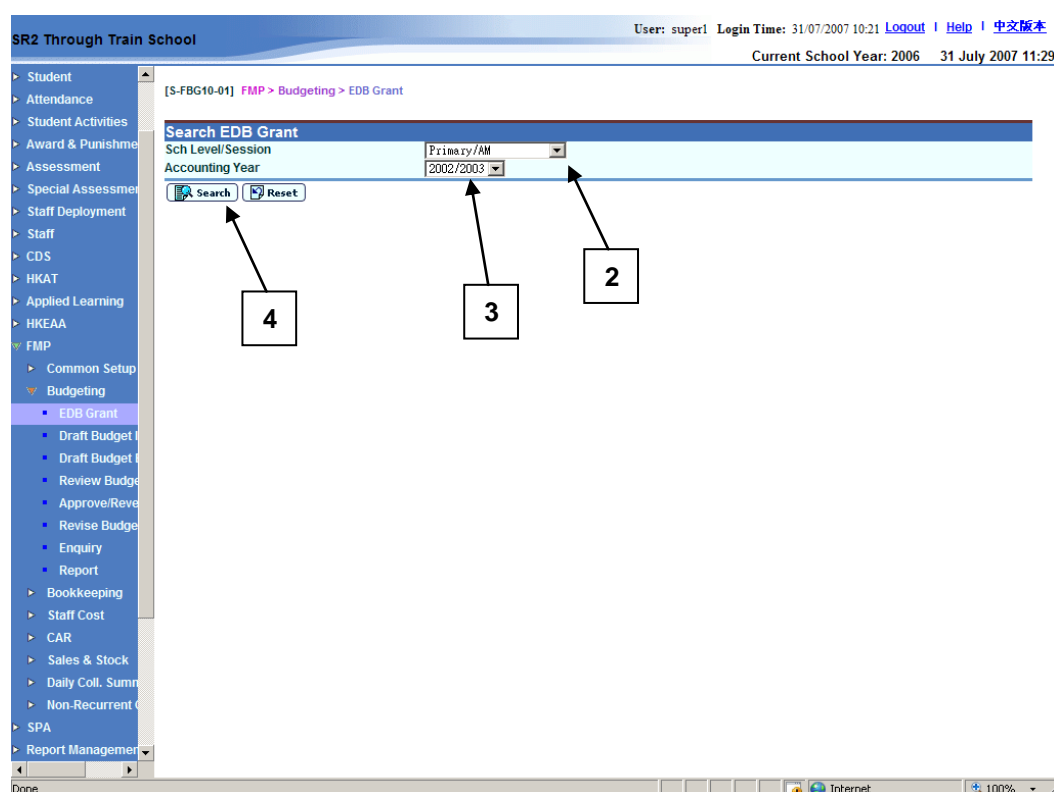
Pre-requisites

1. Budgeting Module must be effective.
2. Accounting Year has been created.

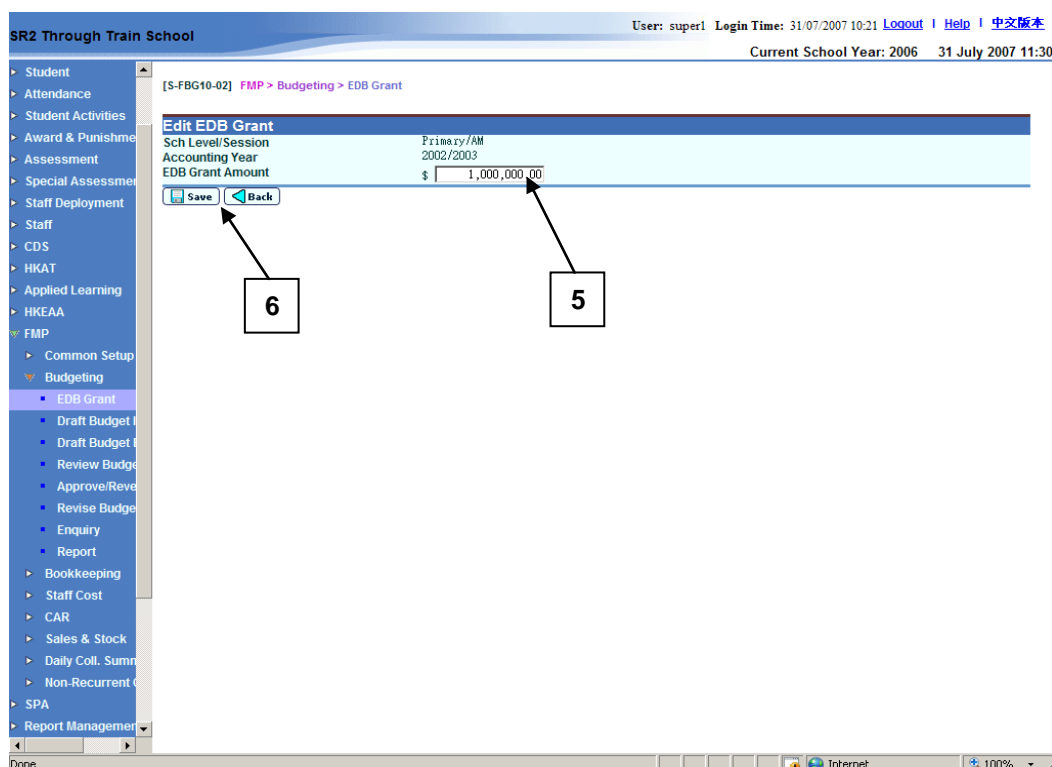


User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[EDB Grant]** from the left menu.
2. Select the **School Level / Session**.



3. Select the **Accounting Year**.
4. Click **[Search]** button.
5. Fill in the **EDB Grant Amount**. If the selected Accounting Year is newly created or the grant amount has not been filled in before, this field will show a zero amount. Users can fill in an amount greater than zero, and the auto validation feature will then be activated after the grant has been saved.



6. Click [**Save**] button.



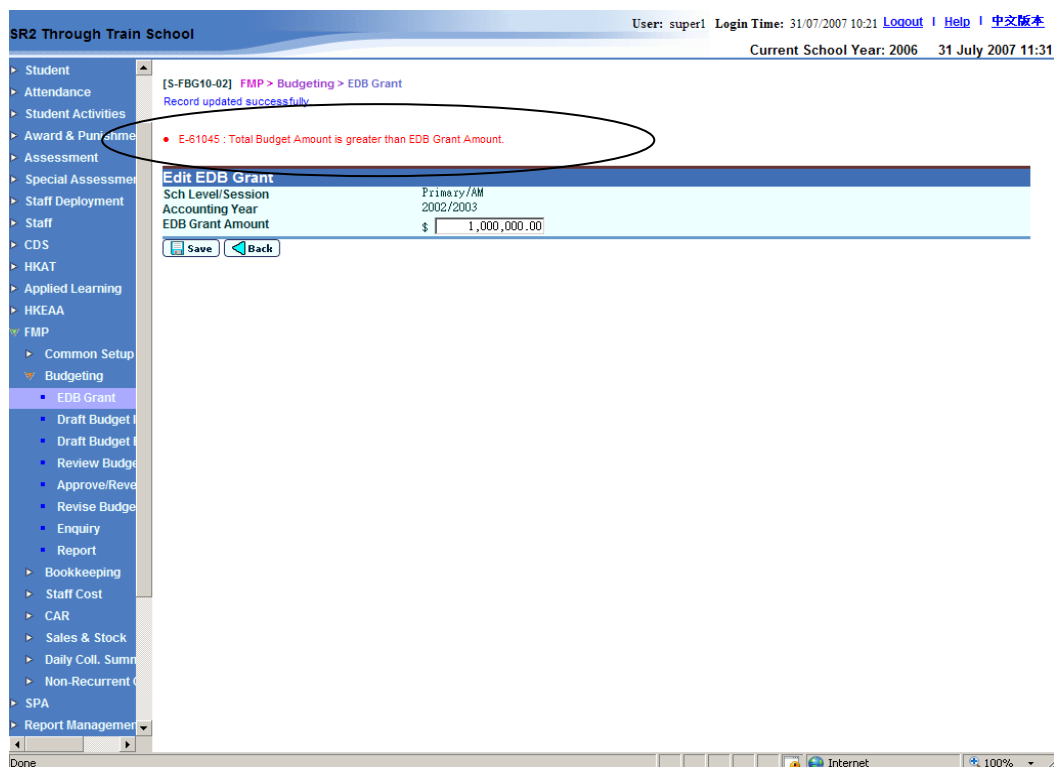
Post-effects

1. It will enable the auto validation of the budget amount against the EDB grant when users are preparing budget. The validation feature is turned on when the EDB grant amount is greater than \$0.00.
2. For checking purpose, the EDB grant amount will appear in the budget income / expenditure screens and some of the budgeting reports, such as Budget Income by Ledger Report (R-FBG001-E) and Budget Expenditure by Programmes (R-FBG002-E).



Notes

1. Upon saving the EDB grant amount, the system will check the EDB grant against the total budget income and expenditure. If the total budget exceeds the EDB grant, a warning message will be displayed. But the system will still save the record. Please see the dump screen below.



2. School with single school level / session is not required to select from the "School Level / Session" selection box.
3. The selection box for the accounting year will list out all the years created under Common Setup module.
4. The EDB Grant Amount of each of the school levels / sessions will be set to zero by default when a new year is created.
5. For schools with multiple school levels / sessions, users can maintain EDB Grant amount for each of the school levels / sessions separately, e.g. for bi-sessional school, users should enter the EDB grant for the AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot enter the EDB grant for PM session or vice versa.

2.2 Draft Budget Income

2.2.1 Prepare Budget Income



Function Description

This function allows the users to capture the estimate of funding, i.e. income available to the school from the EDB and other sources which will be used for running the schools.

For schools with an accounting year ending in March, the budget for April to March will be divided into two periods - April to August and September to March with the ratio of 5:7 by default. Users may amend the default value of the 1st period. Amount for the 2nd period will be calculated automatically. The amount for the 1st and 2nd periods will be used for generating reports by school years.

Please note that the budget income does not need to be determined for individual programme.

Features include:

1. Users can choose to select the account code or enter the account code manually for fast input of the budget.
2. Only one set of draft budget can be maintained by this function for each year. The budget year can be the current or future budget year.
3. Estimates for available funding will be maintained separately for AM and PM session for bi-sessional primary school and each school level / session for through train school.
4. The budget can be modified only if it has not been submitted to the Principal for review.



Pre-requisites

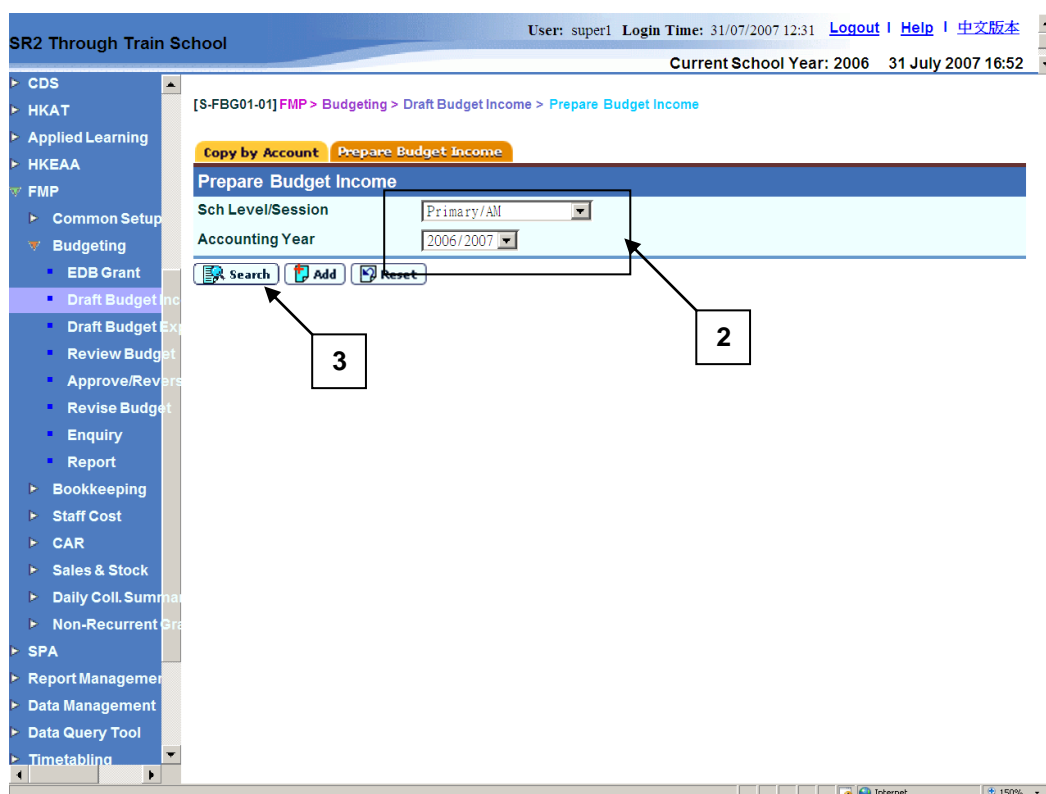
1. Budgeting Module must be effective.
2. Accounting Year has been created.
3. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been setup.
4. Account Codes must exist and must be effective.
5. To add a new Budget Income, the budget for the selected accounting year must not exist.
6. The budget of the selected accounting year must exist and must be in the "Draft" status (i.e. has not been submitted to Principal for review) for amendment of the budget.



User Procedures

a) Add New Budget Income

1. Click **[FMP]** → **[Budgeting]** → **[Draft Budget Income]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude accounting year with approved budget.
3. Click **[Add]** button to prepare a new budget for the selected school level / session and accounting year.



4. Click **[Add]** button to add a new budget line. A blank line will be displayed.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 12:31

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM
Accounting Year 2113/2114

EDB Grant	\$	0.00	Status	Draft
Total Budget Amount	\$	0.00		

Account Code	Description	Budget Amount \$
Please click Add button to create budget.		

Chart of Account Submit for Review Add Delete Save Back

4

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 12:42

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Add a New Budget

Sch Level/Session Primary/AM
Accounting Year 2112/2113

EDB Grant	\$	0.00	Status	Draft
Total Budget Amount	\$	100,000.00		

Account Code	Description	Budget Amount \$
G1003001501		100,000.00

5a Please click Add button to create budget. 5b

Chart of Account Submit for Review Add Delete Save Back

5. a) Users can enter an account code directly, or
 - b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen.
 - (i) Enter the account code and click **[Copy]** or **[Select]** button to copy the selected account code and return back to budget line input screen.

- (ii) Click **[Close]** to abort and return back to budget line input screen.

5b

6. a) If the desired account code cannot be found, click **[Chart of Account]** button to maintain Chart of Account. COA Maintenance window will pop up. Users can create a new account code or change the effective status of an account code by using this function. There is no need to quit from filling in budget details. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information.
- b) After updating the Chart of Account, click the “cross” box at top right hand corner and close the pop up window.

6b

Combined Account Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
B2001501001	Grant Expenses	津貼帳開支	27/01/2003	<input checked="" type="checkbox"/>
B2001501501	Grant Income	津貼帳收入	27/01/2003	<input checked="" type="checkbox"/>
B2001501502	Prior Year Adjustments	上年度的調整	27/01/2003	<input checked="" type="checkbox"/>
B2001501503	Clawback/ Amount Refunded (Refundable) to EMB	回撥/須退還 (已退還) 教統局的款項	27/01/2003	<input checked="" type="checkbox"/>
B2001501504	TRF from General Fund/ Subscriptions/ Tong Fai AAC	由普通經費、堂費帳調撥	27/01/2003	<input checked="" type="checkbox"/>
B2001501505	TRF between General Domain Control/ Grants AAC	一般範疇統制帳與一般範疇津貼帳之互相調撥	27/01/2003	<input checked="" type="checkbox"/>
B2001501506	TRF to Special Domain Grants AAC	調撥至特殊範疇津貼帳	27/01/2003	<input checked="" type="checkbox"/>
B2001502001	Grant Expenses	津貼帳開支	27/01/2003	<input checked="" type="checkbox"/>
B2001502002	sdgsgd	負債總帳代碼範圍	27/01/2003	<input checked="" type="checkbox"/>
B2001502501	Grant Income	津貼帳收入	27/01/2003	<input checked="" type="checkbox"/>
B2001502502	Prior Year Adjustments	上年度的調整	27/01/2003	<input checked="" type="checkbox"/>

7. Fill in the **Budget Amount**. It should be greater than zero.
8. To add in more budget lines, users have to repeat steps 4 to 7.
9. To amend the budget amount, users can overwrite the original input figure.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 12:47

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Add a New Budget

Sch Level/Session Primary/AM
Accounting Year 2112/2113

EDB Grant \$ 0.00
Total Budget Amount \$ 240,000.00 Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001501	Grant Income	10,000.00
<input type="checkbox"/>	G1003001502	Prior Year Adjustments	200,000.00
<input type="checkbox"/>	G2003001501	Grant Income	30,000.00
<input type="checkbox"/>			0.00

Please click Add button to create budget.

Chart of Account Submit for Review Add Delete Save Back

10 7 9 10 11

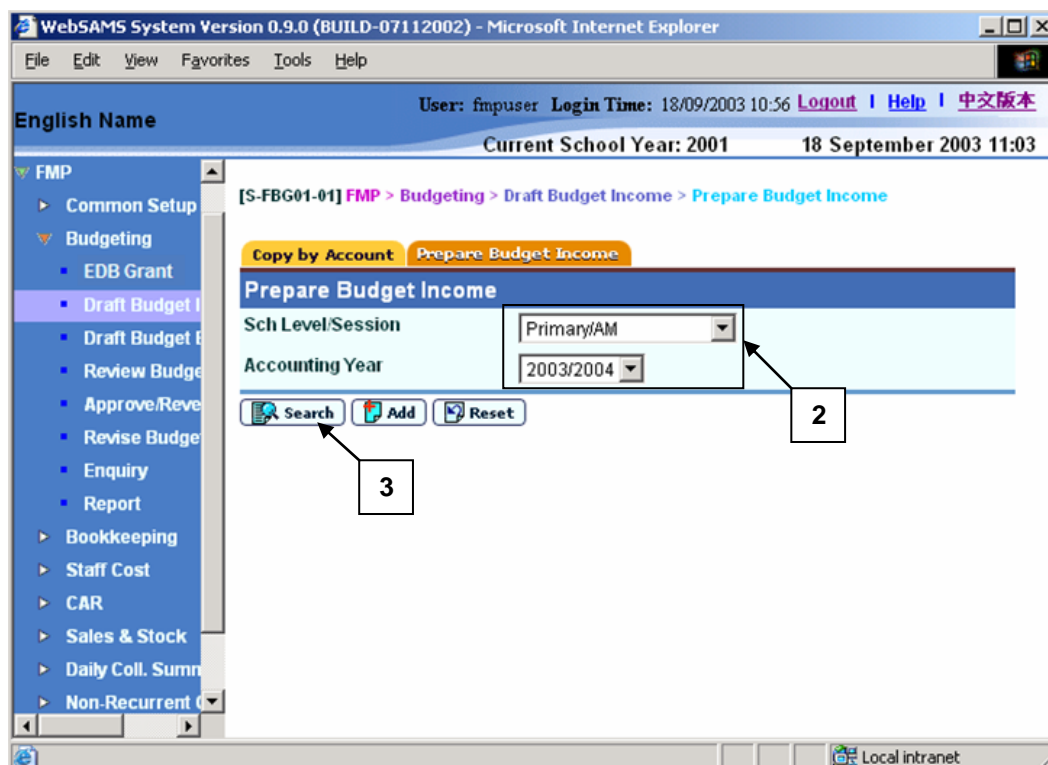
10. If any of the budget lines is not required, users can delete the budget lines by selecting the checkbox next to the account code and clicking the **[Delete]** button. Users can select one or more budget lines to be deleted at the same time.

11. Click **[Save]** button.

b) Modify Budget Income

To modify an existing budget of an accounting year, users should follow these procedures.

1. Click **[FMP]** → **[Budgeting]** → **[Draft Budget Income]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.



4. Follow steps 4 through 11 under “Add New Budget Income” to modify the budget.



Post-effects

1. For adding new budget, budget will be created after saving.
2. For modifying budget, budget will be updated after saving.



Notes

1. If the EDB grant is entered in [S-FBG10-02] (refer to Chapter 2.1) with amount greater than zero, the system will perform a checking of the EDB grant amount against the budget amount. Upon saving, a warning message will be prompted if the budget amount exceeds the EDB grant. However, the system allows the budget to be saved.
2. For schools with accounting period from April to March, the budget amount will be split into 1st period and 2nd period amount. The system will automatically apportion the 1st period and 2nd period amount into 5:7 ratio when the budget amount is entered. Users can also update the 1st period amount and the 2nd period amount will be automatically calculated by the system. A sample screen for accounting period from April to March is shown below.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 18/09/2003 10:56 Logout | Help | 中文版本

Current School Year: 2001 18 September 2003 11:27

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Add a New Budget

Sch Level/Session Primary/AM
Accounting Year 2003/2004

EDB Grant \$ 3,000,000.00
Total Budget Amount \$ 60,000.00
Budget Amount for 1st Period \$ 25,000.00
Budget Amount for 2nd Period \$ 35,000.00

Status Draft

Account Code	Description	Budget Amount	Budget Amount for 1st Period	Budget Amount for 2nd Period
G2019001501	Grant Income	60,000.00	25,000.00	35,000.00

Please click Add button to create budget.

Chart of Account Submit for Review Add Delete Save Back

- Budget can be prepared for more than one year. Users are also allowed to prepare a five-year budget forecast and print the "Five Year Forecast for Income and Expenditure Report" (R-FBG10-E).
- The system only allows the users to enter or select an active Income Account Code when preparing the budget.
- Negative amount is not allowed.
- Accounting line with \$0.00 can be captured in the budget input screens. However, it will be filtered out in the enquiry screens and all Budgeting Reports.
- After adding new budget lines, editing budget amount or deleting budget lines, users must click **[Save]** button to save all the changes.
- After finished preparing the budget, users should submit the budget to Principal for review. Please refer to Chapter 2.2.2 "Submit Budget Income" for details.
- For schools with multiple school levels / sessions, users should prepare draft budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can prepare draft budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot prepare draft budget income for PM session or vice versa.

2.2.2 Submit Budget Income



Function Description

This function allows the users to submit the budget income to Principal for review. When school account clerk has finished the budget income preparation, the school account clerk should submit the budget income to Principal for review. Users should submit all the accounts for review in one time, i.e. users cannot submit individual account for review.

After the budget income has been submitted for review, the budget status will be changed from “Draft” to “Review”. The budget screen will be changed to display mode. No modification is allowed in Draft Budget Income function for the selected school level / session and accounting year.



Pre-requisites

1. Budgeting Module must be effective.
2. Accounting Year has been created.
3. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been setup.
4. Account Codes must exist and must be effective.
5. Budget Income has been prepared and available for Principal to review (budget in “Draft” status).



User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Draft Budget Income]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.

4. If no further modification is required, click **[Submit for Review]** button to submit the draft budget to Principal for review. The budget screen will then be changed to display mode. Only **[Back]** and **[Revert to Draft Budget]** buttons will appear on the screen.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 14:42

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM
Accounting Year 2112/2113

EDB Grant \$ 0.00
Total Budget Amount \$ 60,000.00 Status Draft

Account Code	Description	Budget Amount \$
<input type="checkbox"/> G1003001501	Grant Income	10,000.00
<input type="checkbox"/> G1003001502	Prior Year Adjustments	20,000.00
<input type="checkbox"/> G2003001501	Grant Income	30,000.00

Please click Add button to create budget.

Chart of Account Submit for Review Add Delete Save Back

4

5. Click **[Back]** button to return back to the Search Budget screen.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 14:47

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM
Accounting Year 2112/2113

EDB Grant \$ 0.00
Total Budget Amount \$ 60,000.00 Status Review

Account Code	Description	Budget Amount \$
<input type="checkbox"/> G1003001501	Grant Income	10,000.00
<input type="checkbox"/> G1003001502	Prior Year Adjustments	20,000.00
<input type="checkbox"/> G2003001501	Grant Income	30,000.00

Please click Add button to create budget.

Revert to Draft Budget Back

5



Post-effects

1. The draft budget will be submitted to Principal for review. The budget status will be changed from “Draft” to “Review”. The budget screen will be changed to display mode. No modification is allowed in Draft Budget Income application for the selected school level / session and accounting year.



Notes

1. Users can revert the budget back to “Draft” status for further modification provided that the Principal has not yet frozen the budget for approval. Please refer to Chapter 2.2.3 “Revert Budget Income” for details.
2. All the accounts in the selected budget income will be frozen and submitted for review. No individual accounts can be selected for submission.
3. For schools with multiple school levels / sessions, users should submit draft budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can submit draft budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot submit draft budget income for PM session or vice versa.

2.2.3 Revert Budget Income



Function Description

This function allows the users to revert the submitted budget income to “Draft” status.

If the budget requires an amendment after it has been submitted for review, the Principal may revert the budget to “Draft” for the School Account Clerk to work on the budget again provided that the budget has not been frozen by the Principal.

After the budget income is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget screen will be changed from display mode back to edit mode.



Pre-requisites

1. Budgeting Module must be effective.
2. Accounting Year has been created.
3. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been set up.
4. Account Codes must exist and must be effective.
5. Budget Income has been submitted to Principal for review but has not been frozen.



User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Draft Budget Income]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本

Current School Year: 2006 31 July 2007 15:00

[S-FBG01-01] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM

Accounting Year 2112/2113

Search Add Reset

2

3

Start Windows Explorer Microsoft Office ... Microsoft Office Pictu... WebSAMS System ... winccvs - [D:\Copy of ... C:\Program Files\GNU...

- Click **[Revert to Draft Budget]** to revert the budget to “Draft” status. The screen will be changed to edit mode.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本

Current School Year: 2006 31 July 2007 14:47

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM

Accounting Year 2112/2113

EDB Grant \$ 0.00

Total Budget Amount \$ 60,000.00 Status Review

	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001501	Grant Income	10,000.00
<input type="checkbox"/>	G1003001502	Prior Year Adjustments	20,000.00
<input type="checkbox"/>	G2003001501	Grant Income	30,000.00

Please click Add button to create budget.

Revert to Draft Budget Back

4

Enquiry

5. Users can amend and save the draft budget income. Please refer to Chapter 2.2.1 “Prepare Budget Income” for details.

SR2 Through Train School User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 15:01

[S-FBG01-02] FMP > Budgeting > Draft Budget Income > Prepare Budget Income
Record saved successfully.

Copy by Account Prepare Budget Income

Prepare Budget Income

Sch Level/Session Primary/AM
Accounting Year 2112/2113

EDB Grant \$ 0.00
Total Budget Amount \$ 60,000.00 Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount
<input type="checkbox"/>	G1003001501	Grant Income	10,000.00
<input type="checkbox"/>	G1003001502	Prior Year Adjustments	20,000.00
<input type="checkbox"/>	G2003001501	Grant Income	30,000.00

Please click Add button to create budget.

Chart of Account Submit for Review Add Delete Save Back

5



Post-effects

1. The submitted budget income will be reverted to draft. The budget screen will be changed to edit mode. User can amend the budget income lines.



Notes

1. The school account clerk can revert the budget back to the “Draft” status while the Principal is still reviewing the budget (i.e. the budget is in “Review” status).
2. After the modification of the budget, the users should follow the business flow and submit the budget to Principal for review. Please refer to Chapter 2.2.2 “Submit Budget Income” for details.
3. In an event of a budget reversal to “Draft” status, all the accounts in the selected budget income will be reverted. The system does not allow individual accounts to be selected for this event.
4. For schools with multiple school levels / sessions, users should revert draft budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can revert draft budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot revert draft budget income for PM session or vice versa.

2.2.4 Copy by Account



Function Description

Users can create a new income budget by copying the Receipts, Draft or Revised Budget Income from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.



Pre-requisites

1. Budgeting Module must be effective.
2. A Draft or Revised budget has been created or Receipts (i.e. unposted and posted vouchers) have been received from the Bookkeeping / Staff Cost Modules.
3. The budget or receipts for the School Level / Session and Accounting Year to be copied must contain at least one budget / accounting line.
4. To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have been created or the budget is in "Draft" status.
5. The selected budget must contain budget lines with amount greater than \$0.00. Otherwise, those budget lines with amount \$0.00 will be filtered out.



User Procedures

1. Click **[FMP] → [Budgeting] → [Draft Budget Income]** from the left menu.
2. Click **[Copy by Account]** tab. The system will bring the users to **[Copy From]** screen.

SR2 Through Train School

User: superl Login Time: 31/07/2007 12:31 Logout | Help | 中文版本

Current School Year: 2006 31 July 2007 16:56

[S-FBG01-03] FMP Budgeting > Draft Budget Income > Copy by Account

Copy by Account Prepare Budget Income

Copy From

Sch Level/Session Primary/AM Receipts Draft Budget Income

Accounting Year 2002/2003 Revised Budget Income

Search Reset

3. Select the School Level / Session and Accounting Year from the “Copy From” screen as shown below. Schools with single school level / session are required to select accounting year only. School Level / Session can be selected for bi-sessional or through train school.

SR2 Through Train School

User: super1 Login Time: 31/07/2007 12:31 Logout | Help | 中文版本

Current School Year: 2006 31 July 2007 17:02

[S-FBG01-03] FMP > Budgeting > Draft Budget Income > Copy by Account

Copy by Account Prepare Budget Income

Copy From

Sch Level/Session Primary/AM

Accounting Year 2003/2004

Search Reset

☐ Receipts ☒ Draft Budget Income ☐ Revised Budget Income

5 3 4

4. Click one of the radio buttons to select copying from (i) Receipts, (ii) Draft or (iii) Revised Budget Income. If users choose “Receipts”, unposted and posted vouchers amounts (actual income) will be retrieved from the Bookkeeping and Staff Cost Modules. If the users choose “Draft Budget Income”, budget income amount will be retrieved from the draft budget of the selected school level / session and accounting year. However, if the users choose “Revised Budget Income”, budget income amount will be retrieved from the revised budget (latest revision of the approved budget) of the selected school level / session and accounting year.
5. Click **[Search]** button. The system will display a list of Account Codes with the budgeted amount of the selected budget income. The account codes and amounts will be highlighted if these account codes are inactive as at the current date. Users are not allowed to select inactive account codes to be copied. If users want to copy these account codes, the users have to change the effective status of the account codes in the Chart of Account function.

6. Select the checkbox next to the account code for the budget line to be copied. Users can select one or more budget lines to be copied at the same time.

WebSAMS System Version 1.0.0 (BUILD-17092003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 18/09/2003 11:06 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 18 September 2003 12:00

[S-FBG01-03] FMP > Budgeting > Draft Budget Income > Copy by Account

Copy by Account Prepare Budget Income

Copy From

Sch Level/Session Primary/AM
Accounting Year 2003/2004 Status : Draft

Account Code	Description	Budget Amount \$
<input type="checkbox"/> G1003001501	Grant Income	10,000.00
<input type="checkbox"/> G1004001552	Integrated Science Grant (CDG)	20,000.00
<input type="checkbox"/> G1074001504	TRF from General Fund/ Subscription A/C	5,000.00
<input type="checkbox"/> G2003001501	Grant Income	30,000.00

Copy To

Sch Level/Session Primary/AM
Accounting Year 2005/2006

Confirm Back

7. Select School Level / Session and Accounting Year for the designated Budget in "Copy To" section.
8. Click **[Confirm]** button to copy the selected budget line(s) to the budget income of the selected accounting year. Once confirmed, the system will bring the users to the "Prepare Budget Income" screen. All the budget lines of the designated school level / session and accounting year will be listed, including those newly copied budget lines. Please refer to Chapter 2.2.1 "Prepare Budget Income" for details in modifying the budget.



Post-effects

1. The selected budget lines will be copied over to the designated budget. The school account clerk can begin to draft the budget income.



Notes

1. The selected accounts with their corresponding budget amounts will be copied.
2. Inactive account codes are not allowed to be selected for copying. These account codes will be highlighted and displayed at the bottom of the "Copy From" budget line table.

WebSAMS System Version 1.0.0 (BUILD-17092003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 18/09/2003 11:06 Logout | Help | 中文版本

Current School Year: 2002 18 September 2003 12:05

[S-FBG01-03] FMP > Budgeting > Draft Budget Income > Copy by Account

Copy by Account Prepare Budget Income

Copy From

Sch Level/Session Primary/AM

Accounting Year 2003/2004 Status : Draft

	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001501	Grant Income	10,000.00
<input type="checkbox"/>	G1004001552	Integrated Science Grant (CDG)	20,000.00
<input type="checkbox"/>	G1074001504	TRF from General Fund/ Subscription A/C	5,000.00
	G2003001501	Grant Income	30,000.00

Remarks: The above highlighted account codes are inactive and cannot be copied.

Copy To

Sch Level/Session Primary/AM

Accounting Year 2005/2006

Confirm Back

- Budget line with zero amounts will not be shown in the copying screen.
- Only School Levels / Sessions and Accounting Years with budget in "Draft" status will be listed in the "Copy To" selection box.
- For schools with multiple school levels / sessions, the income accounts can be copied from one school level / session and accounting year to another school level / session and accounting year. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session can copy the income accounts from PM session, but not copy the income accounts to PM session.
- For schools with accounting period from April to March, if the users select to copy from Receipts, the receipts representing the unposted and posted vouchers amounts (actual income) will be grouped into the 1st and 2nd period. For the amount of the 1st period, it includes all the unposted and posted vouchers from April to August. For the amount of the 2nd period, it includes unposted and posted vouchers from September to March.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 18/09/2003 10:56 Logout Help 中文版本

Current School Year: 2001 18 September 2003 12:10

English Name

[S-FBG01-03] FMP > Budgeting > Draft Budget Income > Copy by Account

Copy by Account Prepare Budget Income

Copy From

Sch Level/Session Primary/AM

Accounting Year 2003/2004 Status : Draft

Account Code	Description	Budget Amount	Budget Amount for 1st Period	Budget Amount for 2nd Period
G2019001501	Grant Income	60,000.00	25,000.00	35,000.00

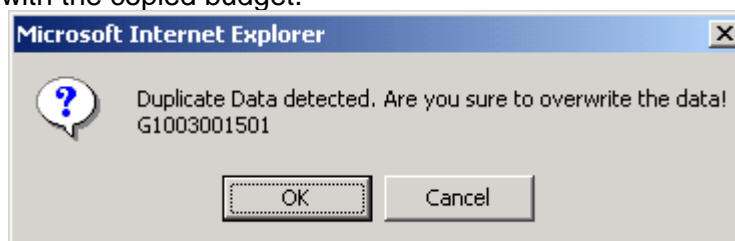
Copy To

Sch Level/Session Primary/AM

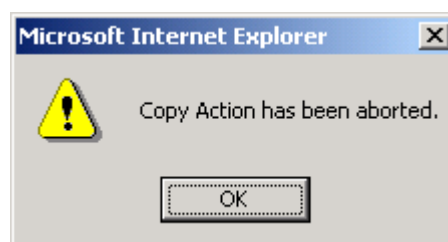
Accounting Year 2001/2002

Confirm Back

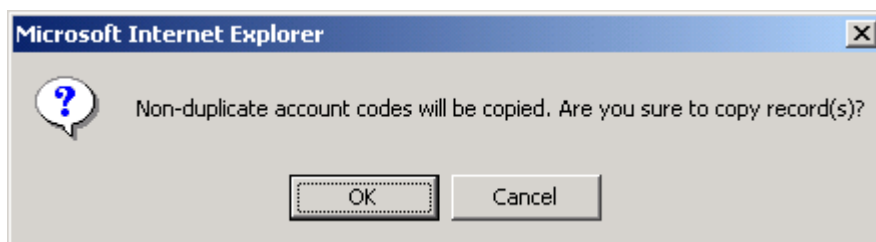
7. If the same account code exists in the “Copy To” school level / session and accounting year, users will be prompted to overwrite or retain the existing budget. If users click **[OK]** button, the system will overwrite the existing budget with the copied budget.



8. a) On the contrary, if users click **[Cancel]** button and all the selected codes are duplicated account codes, the system will abort copying all the selected accounts.



- b) If user click **[Cancel]** button and the selected codes consist of non-duplicated account codes and duplicated account code in the “Copy To” school level / session and accounting year, users will be prompted to continue copying non-duplicated account codes. If users click **[OK]** button, only non-duplicated account codes are copied. If users click **[Cancel]** button, the action will be aborted.



9. If users choose to copy from Revised Budget Income and the budget in the selected school level / session and accounting year has not been approved, no record will be retrieved in the search result.

2.3 Draft Budget Expenditure

2.3.1 Prepare Budget Expenditure



Function Description

This function allows the users to capture the estimate of expenses, i.e. expenditures spent by different programmes in the school.

Users are required to create a budget based on the programme level. If the users want to allocate budget expenditure to programmes other than the default “Administrative Programme”, the users have to create a programme code in the COA Maintenance function.

For schools with an accounting year ending in March, the budget for April to March will be split into two periods - April to August and September to March with the ratio of 5:7. Users may amend the default value of the 1st period and the amounts for 2nd period will be automatically calculated.



Pre-requisites

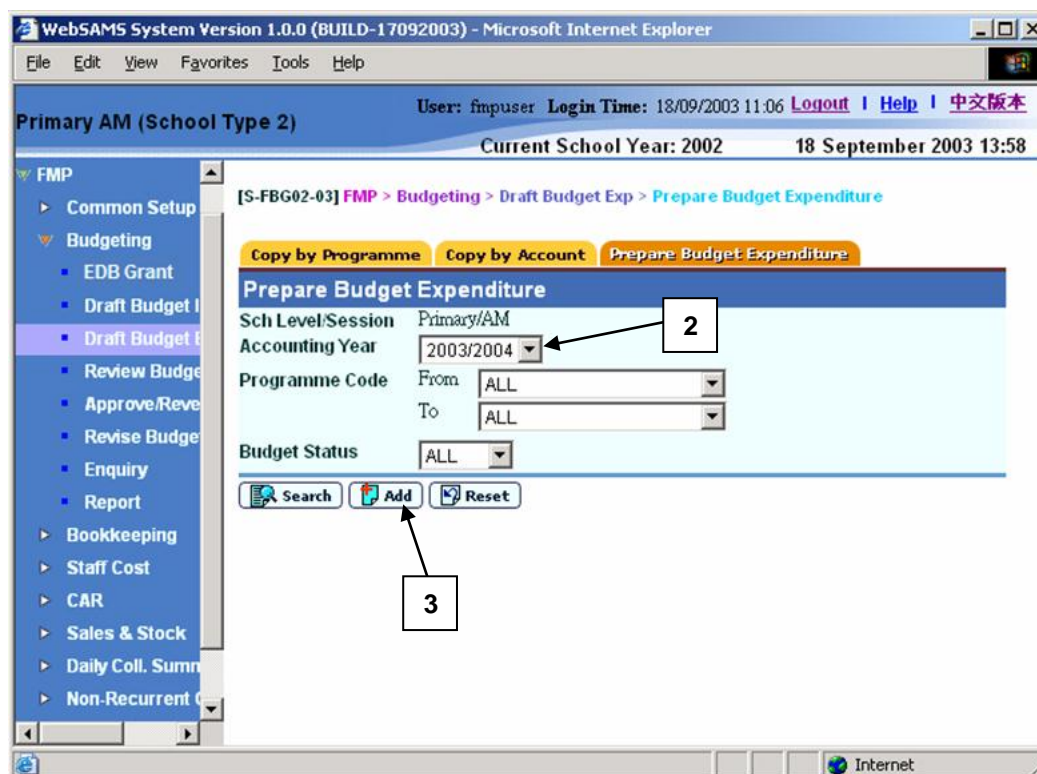
1. Budgeting Module must be effective.
2. An Accounting Year has been created.
3. Programme Code must exist and must be effective.
4. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been setup.
5. Account Code must exist and must be effective.
6. To add a new budget expenditure, the budget of the selected accounting year should not exist.
7. To modify budget expenditure, the budget of the selected accounting year must exist and the budget must be in “Draft” status (i.e. has not been submitted to Principal for review).



User Procedures

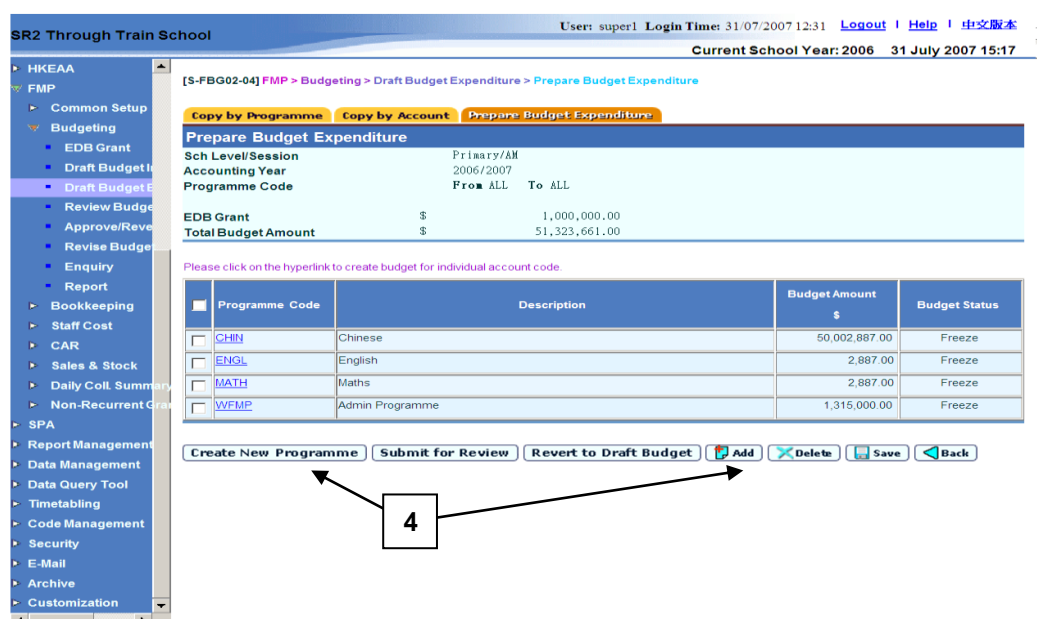
a) Add new budget expenditure

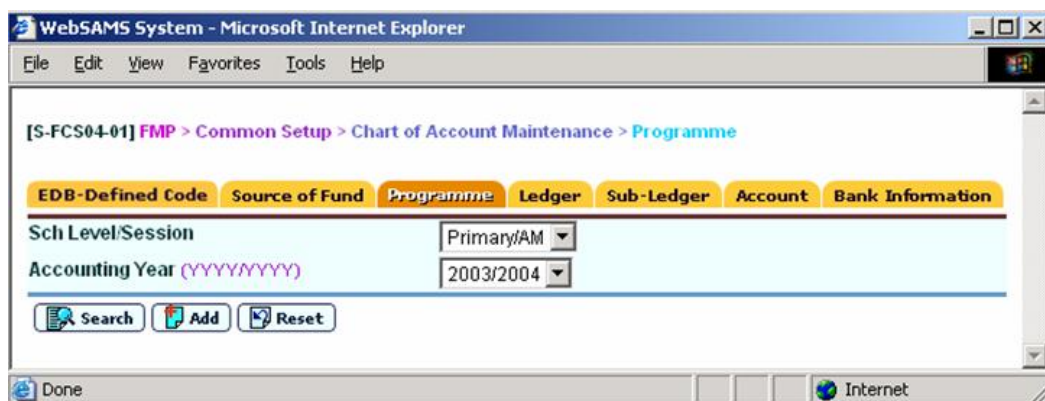
1. Click **[FMP] → [Budgeting] → [Draft Budget Expenditure]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Add]** button to begin preparing a new budget. The system will list out all the existing and effective programmes with default budget amount as zero.



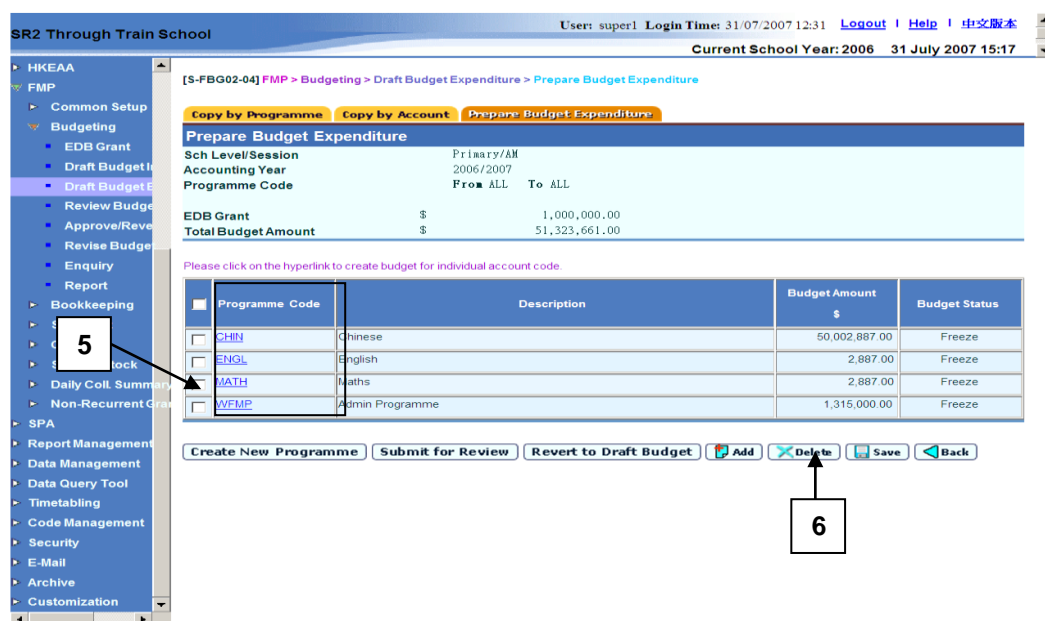
Programme Level

- If the desired programme does not exist, click **[Create New Programme]** button to create a new programme code for budget preparation. COA Maintenance window will pop up. Click **[Programme]** tab to add in new programme or change the effective status. Please refer to FMP Common Setup – COA Maintenance user manual for detail information. After creating new programmes, users can add these new programmes to the budget by pressing the **[Add]** button. Users can then prepare account code level budget for these programmes. The following is the pop up COA Maintenance window.



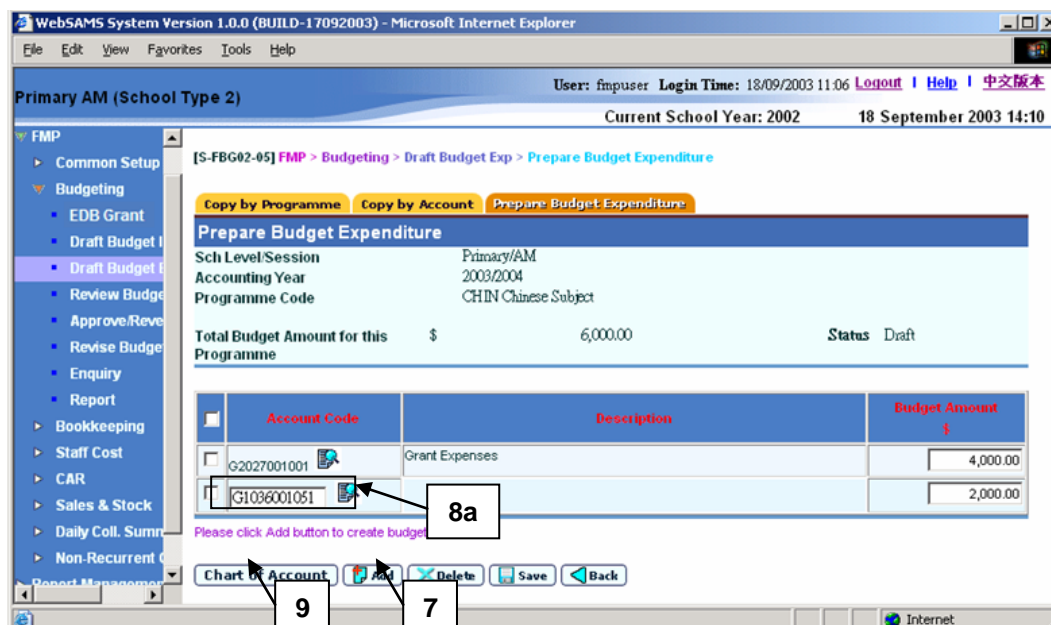


5. Click on the hyperlink of programme code to create budget expenditure. It is not necessary to add budget for all the listed programmes. Users should only prepare budgets for those relevant programmes. Those irrelevant programmes can be left out.
6. Users can remove a selected programme by clicking the **[Delete]** button. However, the system will only commit the changes after users press the **[Save]** button.

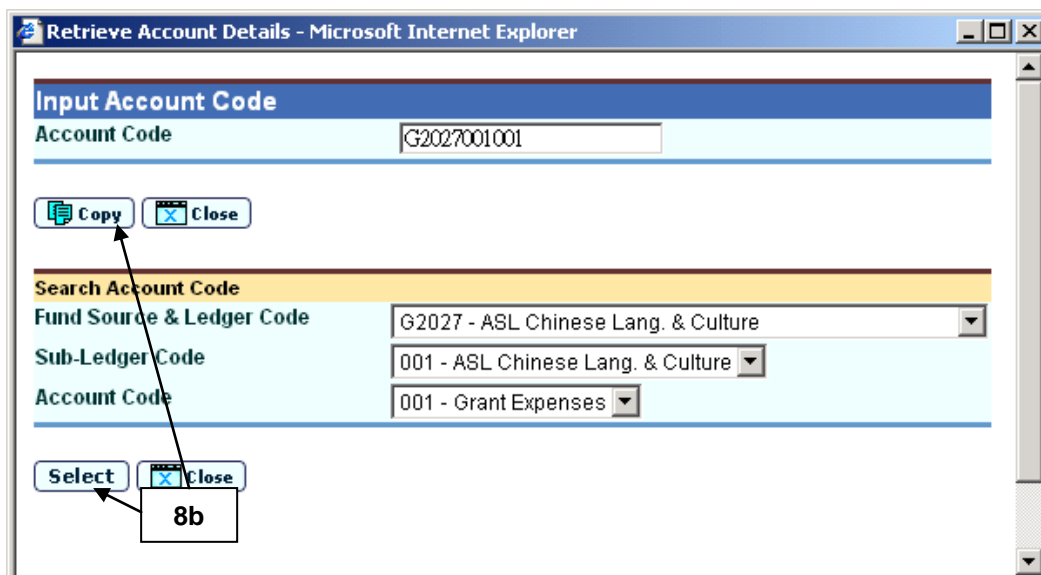


Account Code Level

7. Click **[Add]** button to add a new budget line. A blank budget line will appear.



8. a) Users can enter an account code directly, or
- b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen.
- (i) Enter the account code and click **[Copy]** or **[Select]** button to copy the selected account code and return back to budget line input screen.
- (ii) Click **[Close]** to abort and return back to budget line input screen.



9. a) If the desired account code cannot be found, click **[Chart of Account]** button to maintain Chart of Account. COA Maintenance window will pop up. Users can create a new account code or change the effective status of an account code by using this function. There is no need to quit from filling in budget details. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information.

- b) After updating the Chart of Account, click the “cross” box at top right hand corner and close the pop up window.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-02] FMP > Common Setup > Chart of Account Maintenance > Account

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank In

Source of Fund Code ALL

Ledger Code ALL

Sub-Ledger Code ALL

Account Type ALL

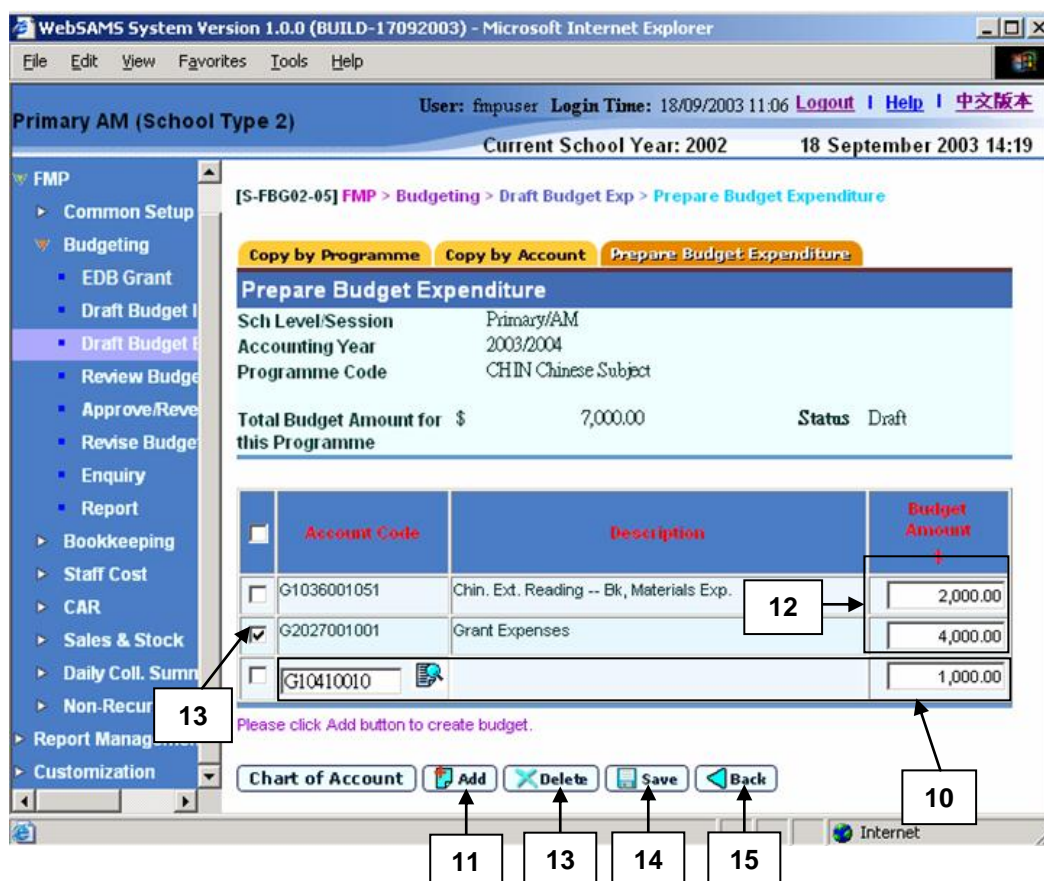
Account Range From: ALL To: ALL

Search Reset

Page 1 of 52 Bottom

Combined Account Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
B2001.501.001	Grant Expenses	津貼帳開支	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.501	Grant Income	津貼帳收入	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.502	Prior Year Adjustments	上年度的調整	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.503	Clawback/ Amount Refunded (Refundable) to EMB	回撥/須退還 (已退還) 教統局的款項	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、堂費帳調撥	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.505	TRF between General Domain Control/ Grants A/C	一般範疇統制帳與一般範疇津貼帳之互相調撥	27/01/2003	<input checked="" type="checkbox"/>
B2001.501.506	TRF to Special Domain Grants A/C	調撥至特殊範疇津貼帳	27/01/2003	<input checked="" type="checkbox"/>
B2001.502.001	Grant Expenses	津貼帳開支	27/01/2003	<input checked="" type="checkbox"/>

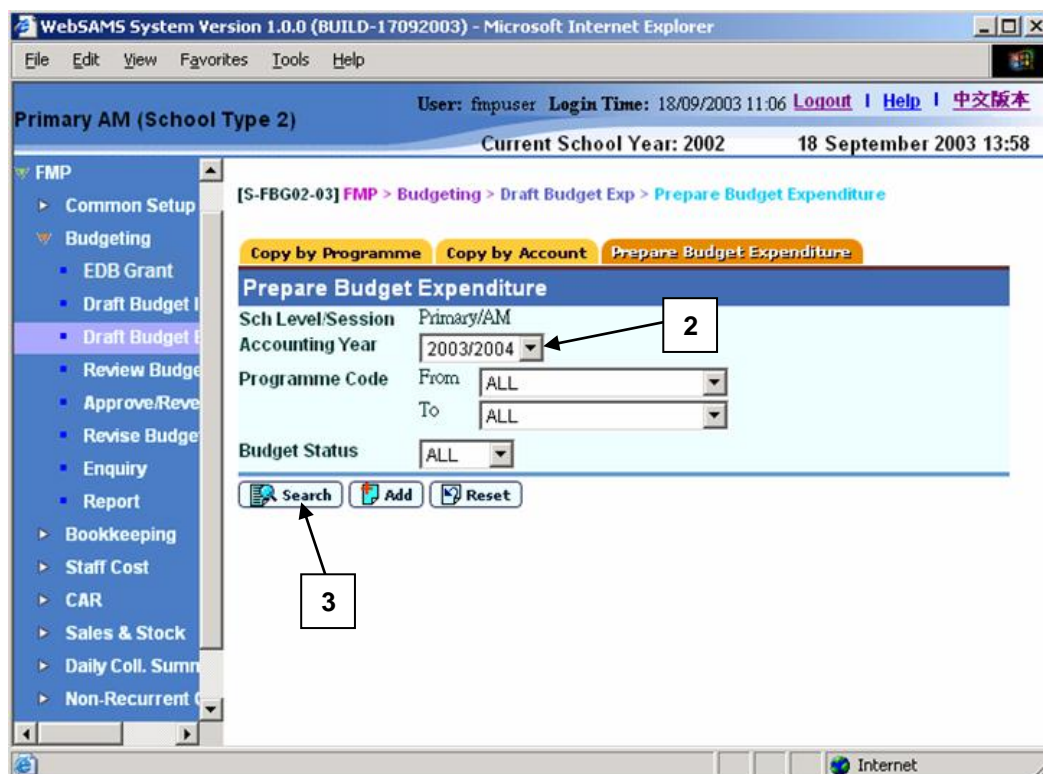
10. Fill in the **Budget Amount**. It should be greater than zero.
11. To add in more budget lines, users have to repeat steps 7 to 9.
12. To amend the budget amount, users can overwrite the original input figure.
13. If any of the budget lines is not required, users can delete budget line by selecting the checkbox next to the account code and clicking **[Delete]** button. Users can select one or more budget lines to be deleted at the same time.
14. Click **[Save]** button.
15. Click **[Back]** button to go back to the main Budget Expenditure Screen [S-FBG02-04] (i.e. Programme Level). Users can continue filling in budget expenditure for other required programmes.



b) Modify Budget Expenditure

To modify an existing budget of an accounting year, users should follow these procedures.

1. Click **[FMP]** → **[Budgeting]** → **[Draft Budget Exp]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.



- Follow steps 4 through 15 under “Add New Budget Expenditure” to modify the budget.



Post-effects

- For adding new budget, budget will be created after saving.
- For modifying budget, budget will be updated after saving.



Notes

General

- If the EDB grant is entered in [S-FBG10-02] (refer to Chapter 2.1) with amount greater than zero, the system will perform a checking of the EDB grant amount against the budget amount. Upon saving, a warning message will be prompted if the budget amount exceeds the EDB grant. However, the budget will still be saved.
- For schools with multiple school levels / sessions, users should prepare draft budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can prepare draft budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot prepare draft budget expenditure for PM session or vice versa.
- Budget can be prepared for more than one year. Users are allowed to prepare a five year forecast and print a Five-Year Forecast for Income and Expenditure (R-FBG010-E).

4. After finished preparing the budget, users should submit the budget to Principal for review. Please refer to Chapter 2.3.2 “Submit Budget Expenditure” for details.

Programme Level

1. Users cannot fill in the budget amount at programme level. The system will display the total budget amount of all the budget expenditure accounts for each of the programme.
2. For schools with accounting period from April to March, the budget amounts together with its corresponding 1st and 2nd periods will also be displayed.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 18/09/2003 10:56 Logout | Help | 中文版本

English Name: [S-FBG02-04] FMP > Budgeting > Draft Budget Exp > Prepare Budget Expenditure

Current School Year: 2001 18 September 2003 14:30

Copy by Programme Copy by Account Prepare Budget Expenditure

Prepare Budget Expenditure

Sch Level/Session: Primary/AM
Accounting Year: 2003/2004
Programme Code: From ALL To ALL

EDB Grant	\$	3,000,000.00
Total Budget Amount	\$	1,008,970,001.78
Budget Amount for 1st Period	\$	420,445,833.94
Budget Amount for 2nd Period	\$	588,524,167.84

Please click on the hyperlink to create budget for individual account code.

Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/> CHIN	Chines Subject	80,000.00	33,333.33	46,666.67	Draft
<input type="checkbox"/> ENGL	English Subject	100,000.00	41,666.67	58,333.33	Draft
<input type="checkbox"/> MATH	Mathematics Subject	70,000.00	29,166.67	40,833.33	Draft
<input type="checkbox"/> WFMP	Admin Programme	1,008,720,001.78	420,341,667.27	588,378,334.51	Review

Create New Programme Submit for Review Revert to Draft Budget Add Delete Save Back

Account Code Level

1. For ease of reference, the total budget for the programme is also shown on the screen.
2. For schools with accounting period from April to March, budget amount together with its corresponding 1st and 2nd periods will also be displayed. The system will automatically apportion the 1st period and 2nd period amount into 5:7 ratio when the budget amount is entered. User can also update the 1st period amount and the 2nd period amount will be automatically calculated by the system. A sample screen for accounting period April to March is shown below:

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmguser Login Time: 18/09/2003 10:56 Logout Help 中文版本

Current School Year: 2001 18 September 2003 14:38

English Name

[S-FBG02-05] FMP > Budgeting > Draft Budget Exp > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Prepare Budget Expenditure

Sch Level/Session Primary/AM
Accounting Year 2003/2004
Programme Code ENGL English Subject

Total Budget Amount for this Programme \$ 100,000.00
Budget Amount for 1st Period \$ 41,666.67
Budget Amount for 2nd Period \$ 58,333.33 Status Draft

Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/> 01013001001	Grant Expenses	30,000.00	12,500.00	17,500.00
<input type="checkbox"/> 02020001001	Grant Expenses	70,000.00	29,166.67	40,833.33

Please click Add button to create budget.

Chart of Account Add Delete Save Back

3. The system only allows the users to enter or select Expenditure Account Code when preparing the budget expenditure.
4. Negative amount is not allowed.
5. Zero amounts can be captured in the budget input screens, but it will be filtered away in the enquiry screens and all Budgeting Reports.
6. After adding new budget lines, editing budget amount or deleting budget lines, users must click **[Save]** button to save all the changes.

2.3.2 Submit Budget Expenditure



Function Description

This function allows the user to submit the budget expenditure to Principal for review.

After the programme leader or school account clerk has finished the budget expenditure preparation, the programme leader or school account clerk should submit the budget expenditure to Principal for review. Users can submit individual programme for review.

After the budget expenditure for the programmes have been submitted for review, the budget status of those selected programmes will be changed from “Draft” to “Review”. Those budget lines will be changed to display mode. No modification is allowed for these selected programmes.



Pre-requisites

1. Budgeting Module must be effective.
2. An Accounting Year has been created.
3. Programme Code must exist and must be effective.
4. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been set up.
5. Account Code must exist and must be effective.
6. Budget Expenditure has been prepared and available for Principal to review.



User Procedures

1. Click **[FMP] → [Budgeting] → [Draft Budget Expenditure]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude the accounting years with an approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.

WebSAMS System Version 1.0.0 (BUILD-17092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 18/09/2003 11:06 Logout | Help | 中文版本

Primary AM (School Type 2)

Current School Year: 2002 18 September 2003 13:58

[S-FBG02-03] FMP > Budgeting > Draft Budget Exp > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Prepare Budget Expenditure

Sch Level/Session Primary/AM

Accounting Year 2003/2004

Programme Code From ALL To ALL

Budget Status ALL

Search Add Reset

4. Select the Programme Codes to submit for Principal review. Users can select one or more programme codes to be submitted at the same time.
5. Click **[Submit for Review]** button to submit the draft budget expenditure to Principal for review. Those budget lines will be changed to display mode. No modification is allowed for those selected programmes. The Budget Status will be changed from Draft to Review. And the screen for account code level of this programme will display a **[Back]** button only.

WebSAMS System Version 1.0.0 (BUILD-17092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 18/09/2003 11:06 Logout | Help | 中文版本

Primary AM (School Type 2)

Current School Year: 2002 18 September 2003 14:46

[S-FBG02-04] FMP > Budgeting > Draft Budget Exp > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Prepare Budget Expenditure

Sch Level/Session Primary/AM

Accounting Year 2003/2004

Programme Code From ALL To ALL

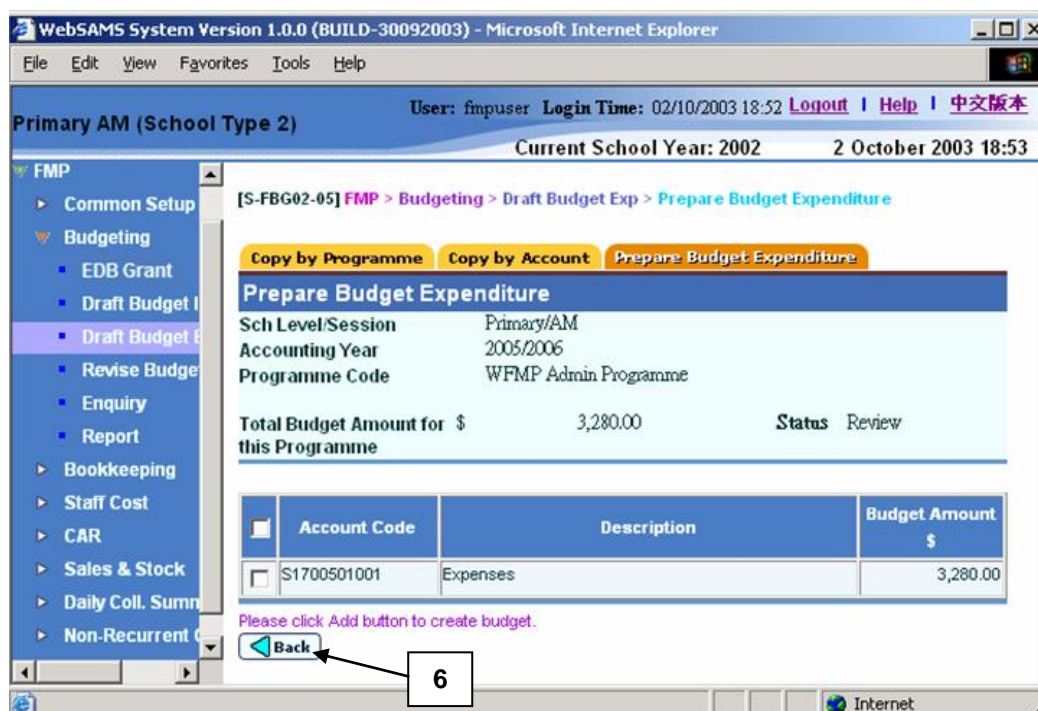
EDB Grant \$ 3,000,000.00

Total Budget Amount \$ 52,000.00

Please click on the hyperlink to create budget for individual account code.

Programme Code	Description	Budget Amount	Budget Status
CHN	Chinese Subject	8,000.00	Draft
ENGL	English Subject	10,000.00	Draft
MATH	Mathematics Subject	6,000.00	Draft
FMP	Admin Programme	30,000.00	Draft

Create New Programme Submit for Review Revert to Draft Budget Add Delete Save Back



6. Click **[Back]** button to return to the main screen of budget expenditure with programme level.



Post-effects

1. The draft budget will be submitted to Principal for review. The budget status for the programme will be changed from “Draft” to “Review”. The budget line will be changed to display mode. No modification is allowed in Draft Budget Expenditure function for the budget line.



Notes

1. The users can revert the budget back to “Draft” status for further modification provided that the Principal has not yet frozen the budget for approval. Please refer to Chapter 2.3.3 “Revert Budget Expenditure” for details.
2. Individual programme can be selected for submission. Selected budget expenditure programme will be frozen and submitted for review.
3. For schools with multiple school levels / sessions, users should submit draft budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can submit draft budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot submit draft budget expenditure for PM session or vice versa.

2.3.3 Revert Budget Expenditure



Function Description

This function allows the users to revert the submitted budget expenditure lines to the “Draft” status.

If any of the budgeted programmes requires an amendment after it has been submitted for review, the programme leader or school account clerk can revert the programme to change the budget status back to “Draft” provided that the budget has not been frozen by the Principal.

After the budget expenditure line is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget line will be changed from display mode back to edit mode.



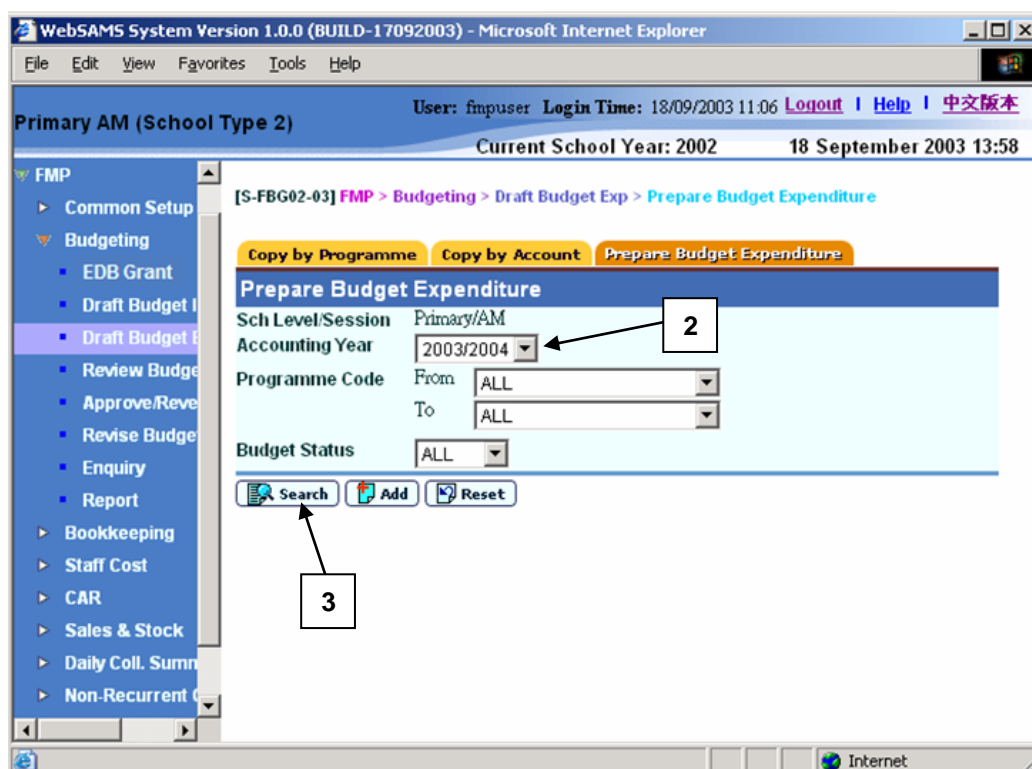
Pre-requisites

1. Budgeting Module must be effective.
2. An Accounting Year has been created.
3. Programme Code must exist and must be effective.
4. The Chart of Account (Source of Fund, Ledger Codes, Sub-Ledger Codes and Account Codes) has been set up.
5. Account Code must exist and must be effective.
6. Budget Expenditure line has been submitted to Principal for review but has not been frozen.

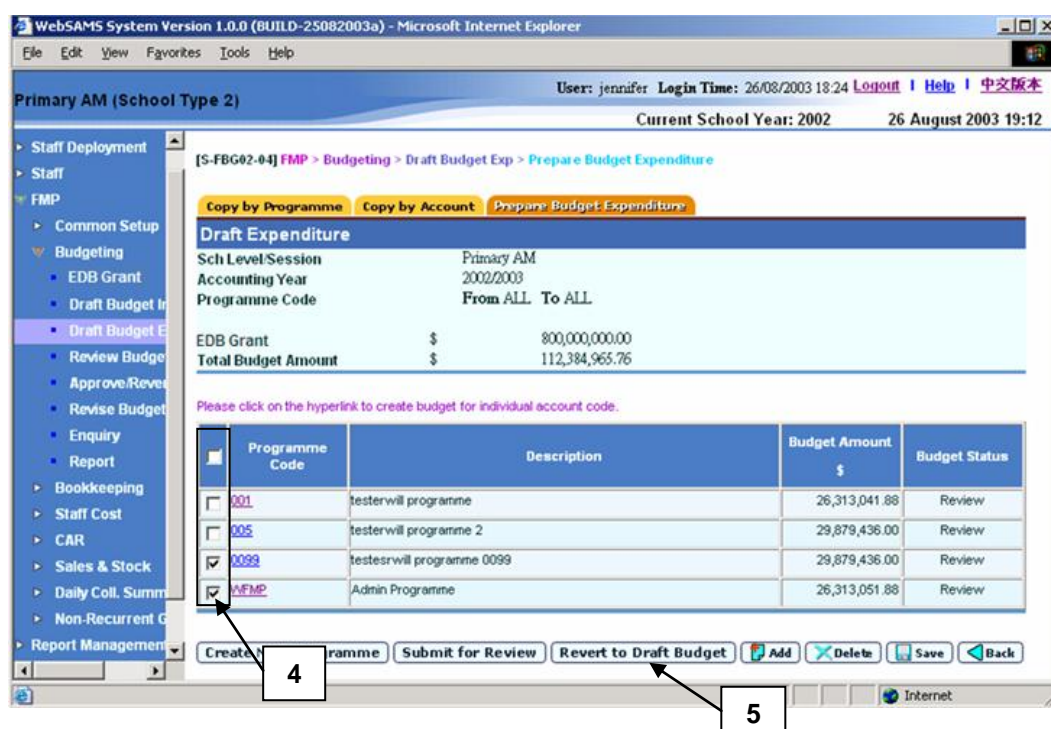


User Procedures

1. Click **[FMP] → [Budgeting] → [Draft Budget Expenditure]** from the left menu.
2. Select School Level / Session and Accounting Year. It will exclude accounting year with approved budget.
3. Click **[Search]** button to retrieve the existing budget for the selected school level / session and accounting year.



4. Select Programme Codes to revert the budget status to "Draft". Users can select one or more programmes codes to be reverted at the same time.



5. Click the **[Revert to Draft Budget]** button to change the budget status back to Draft status. However, users cannot revert the budget status back to "Draft" if the status is "Freeze" (i.e. already frozen by Principal for approval).



Post-effects

1. The selected budget expenditure lines will be reverted to Draft status. The budget expenditure lines will be changed to edit mode. User can amend the budget expenditure lines.



Notes

1. Users can only revert the budget back to “Draft” status while the Principal is still reviewing the budget (i.e. the budget is in “Review” status).
2. After finished modifying the budget, users should follow the business flow and submit the budget to Principal for review. Please refer to Chapter 2.3.2 “Submit Budget Expenditure” for details.
3. For schools with multiple school levels / sessions, users should revert the draft budget expenditure for each of the school levels / sessions separately. E.g. for bi-sessional school, the users can revert the draft budget expenditure for AM session but the PM session will not be affected. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot revert draft budget expenditure for PM session or vice versa.

2.3.4 Copy by Programme



Function Description

Users can create a new expenditure budget by copying the programmes of Committed Amount, Draft or Revised Budget Expenditure from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.



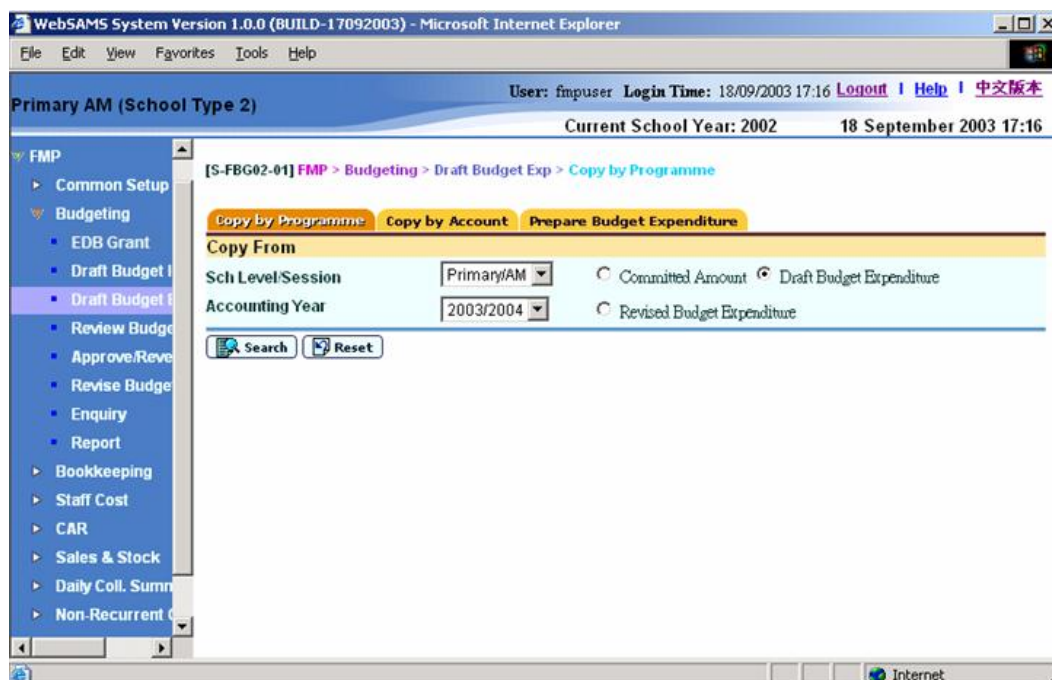
Pre-requisites

1. Budgeting Module must be effective.
2. A Draft or Revised budget has been created or Committed Amount (i.e. unposted and posted vouchers) have been paid from Bookkeeping / Staff Cost Modules.
3. The budget or committed amount for the School Level / Session and Accounting Year to be copied must contain at least one budget / accounting line.
4. To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have been created or the budget is in "Draft" status.
5. The new programme code must exist and be effective in the "Copy to" School Level / Session and Accounting Year.
6. The selected budget must contain budget lines with amount greater than \$0.00. Otherwise, those budget lines with amount \$0.00 will be filtered out.



User Procedures

1. Click **[FMP] → [Budgeting] → [Draft Budget Exp]** from the left menu.
2. Click **[Copy by Programme]** tab. The system will bring users to **[Copy From]** screen.



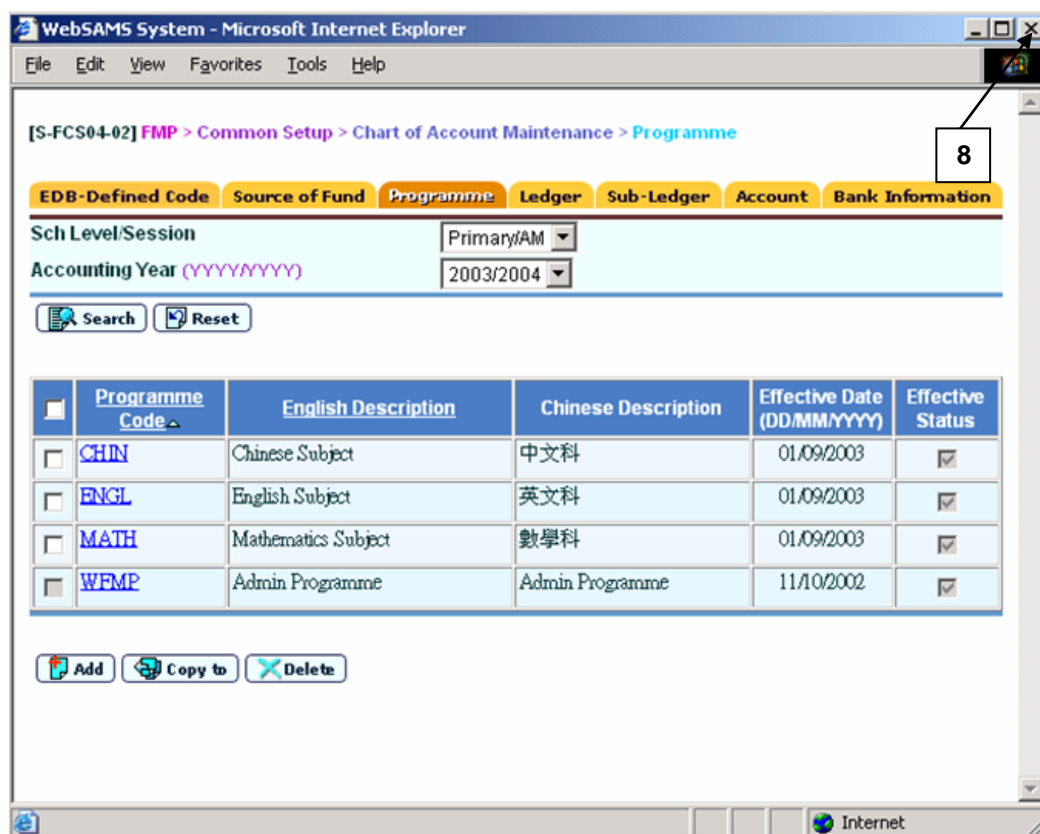
3. Select School Level / Session and Accounting Year of the “Copy From” budget. Schools with single school level / session are required to select accounting year only. The School Level / Session can also be selected for bi-sessional or through train school.
4. Click one of the radio buttons to select copying from (i) Committed Amount, (ii) Draft or (iii) Revised Budget Expenditure. If users choose “Committed Amount”, unposted and posted vouchers amounts (actual expenditure) will be retrieved from Bookkeeping and Staff Cost Modules. If users choose “Draft Budget Expenditure”, budget expenditure amount will be retrieved from the draft budget of the selected school level / session and accounting year. If users choose “Revised Budget Expenditure”, budget expenditure amount will be retrieved from the revised budget (latest version of the approved budget) of the selected school level / session and accounting year.

5. Click **[Search]** button. The budget amounts for all programmes are shown.
6. Select the check box next to the programme code for the budget line to be copied. User can select one or more programme codes to be copied at the same time.

Programme Code	Description	Budget Amount \$	New Programme Code
<input type="checkbox"/> CHIN	Chinese Subject	6,000.00	<input type="text" value="CHIN"/>
<input checked="" type="checkbox"/> ENGL	English Subject	10,000.00	<input type="text" value="ENGL"/>
<input checked="" type="checkbox"/> MATH	Mathematics Subject	6,000.00	<input type="text" value="MATH"/>
<input type="checkbox"/> WFMP	Admin Programme	30,000.00	<input type="text" value="WFMP"/>

7. By default, the designated programme code will be the same as the selected code to be copied. Users may choose to change the designated programme code by overwriting the code in "New Programme code" textbox. The New Programme Code must be in 4 characters and exist in Chart of Account for the designated School Level / Session and Accounting Year.

8. Users can also click **[Create New Programme]** button to pop up the COA Maintenance window to create new programme. Users do not have to quit from filling in “Copy by Programme” details. For details, please refer to user manual on **Common Setup Module**. To exit from the COA pop up window, click the “cross” box at the top right hand corner.



9. Select School Level / Session and Accounting Year.
10. Click **[Confirm]** button to copy the selected programmes to the budget expenditure of the selected accounting year. Once confirmed, the system will bring users to “Prepare Budget Expenditure” screen. All the budget expenditure programmes of the designated school level / session and accounting year will be listed, including those newly copied programmes. Please refer to Chapter 2.3.1 “Prepare Budget Expenditure” for details in modifying the budget.



Post-effects

1. The selected programmes and its corresponding account lines will be copied over to the designated budget. The school account clerk can begin to draft the budget expenditure.

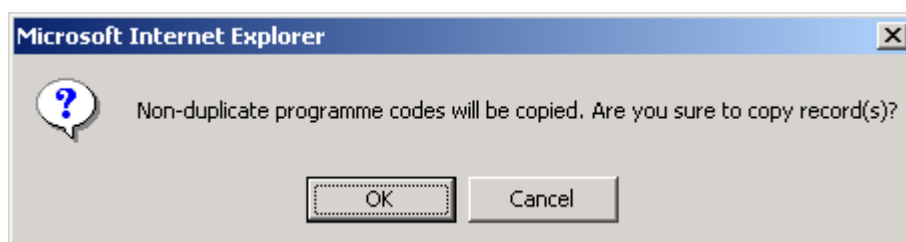


Notes

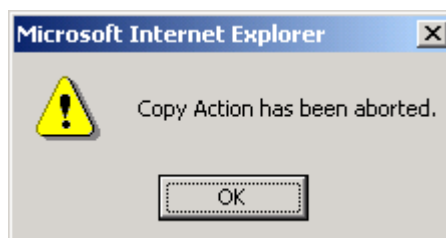
1. If the new programme code entered does not exist or is not effective, an error validation message will appear. Users should add the new programme code or update the effective status of the programme in COA Maintenance before proceeding with the copying function.
2. The same Programme Code will be defaulted as a “New Programme Code”. But users can change another Programme Code if necessary.
3. If duplicated programme exists in the “Copy To” school level / session and accounting year, users will be prompted to overwrite or retain the budget. If users click **[OK]** button, the system will overwrite the existing programme and append non-duplicated programme with the copied budget.



4. On the contrary, if user click **[Cancel]** button, the system will prompt users that “Non-Duplicated programme codes will be copied. Are you sure to copy record(s)?”



- a) If the users click the **[OK]** button, the entire selected programme codes except those duplicated programme code will be copied.
- b) If users click the **[Cancel]** button, the system will abort copying all the selected programmes.



5. Only School Levels / Sessions and Accounting Years with budget in “Draft” status will be listed in the “Copy To” selection box.

6. For multi-school level / session schools, the expenditure accounts and programmes can be copied from one school level / session to another school level / session or another accounting year. If it is a single school level / session, the expenditure accounts and programmes can only be copied to another accounting year. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session can copy the expenditure accounts and programmes from PM session, but cannot copy the expenditure accounts and programmes to PM session.
7. For schools with accounting period from April to March, if the users select to copy from the Committed Amount, this amount represents the summation of all the unposted and posted vouchers amounts (actual expenditure) within this period. For the amount of the 1st period, it includes the unposted and posted vouchers from April to August. For the amount of the 2nd period, it includes the unposted and posted voucher from September to March.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 02/10/2003 19:00 Logout | Help | 中文版本

Current School Year: 2001 2 October 2003 19:03

[S-FBG02-02] FMP > Budgeting > Draft Budget Exp > Copy by Programme

Copy by Programme Copy by Account Prepare Budget Expenditure

Copy From

Sch Level/Session Secondary/Whole Day
Accounting Year 2003/2004

Status Committed Amount

Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	New Programme Code
<input type="checkbox"/> VFMP	Admin Programme	31,121.98	31,121.98	0.00	<input type="checkbox"/> WFMP

Copy To

Sch Level/Session Primary/AM
Accounting Year 2001/2002

Confirm Create New Programme Back

8. If the users choose to copy from Revised Budget Expenditure and the selected school level / session and accounting year budget has not been approved, no record will be retrieved in the search result.

2.3.5 Copy by Account



Function Description

Users can create a new expenditure budget by copying accounts of the Committed Amount, Draft or Revised Budget Expenditure from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It allows users to copy selected account codes of a programme to another programme or several programmes. It provides an effective and efficient means to prepare budget.



Pre-requisites

1. Budgeting Module must be effective.
2. A Draft or Revised budget has been created or Committed Amount (i.e. unposted and posted vouchers) have been paid from Bookkeeping / Staff Cost Modules.
3. The budget or committed amount for the School Level / Session and Accounting Year to be copied must contain at least one budget / accounting line.
4. To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have been created or the budget is in "Draft" status.
5. The new programme code must exist and be effective in the "Copy to" School Level / Session and Accounting Year.
6. The selected budget must contain budget lines with amount greater than \$0.00. Otherwise, those budget lines with amount \$0.00 will be filtered out.



User Procedures

1. Click **[FMP] → [Budgeting] → [Draft Budget Exp]** from the left menu.
2. Click **[Copy by Account]** tab. The system will bring users to a **[Copy From]** screen.

The screenshot shows the WebSAMS System Version 0.9.0 (BUILD-07112002) running in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is 18/09/2003 17:13. The current school year is 2001, and the date is 18 September 2003 17:34. The left sidebar shows the 'FMP' menu with 'Budgeting' expanded. The main content area shows the 'Copy by Account' option selected under the 'Copy From' section. The 'Copy From' section includes fields for 'Sch Level/Session' (Primary/AM), 'Accounting Year' (2001/2002), and 'Programme Code' (CHIN Chinese Programme). There are also radio buttons for 'Committed Amount', 'Draft Budget Expenditure' (selected), and 'Revised Budget Expenditure'. Search and Reset buttons are at the bottom.

3. Select School Level / Session, Accounting Year and programme code of the "Copy From" budget. Schools with single school level / session are required to select accounting year only. The School Level / Session can also be selected for bi-sessional or through train school.

This screenshot is identical to the one above but includes numbered callouts:
 - Callout 3 points to the 'Search' button.
 - Callout 4 points to the 'Draft Budget Expenditure' radio button.
 - Callout 5 points to the 'Sch Level/Session' dropdown menu.

4. Click one of the radio buttons to select copying from (i) Committed Amount, (ii) Draft and (iii) Revised Budget Expenditure. If users choose “Committed Amount”, the amount will consists of the summation of the unposted and posted vouchers amounts (actual expenditure) retrieved from the Bookkeeping and Staff Cost Modules. If the users choose “Draft Budget Expenditure”, budget expenditure amount will be retrieved from the draft budget of the selected school level / session and accounting year. If the users choose “Revised Budget Expenditure”, budget expenditure amount will be retrieved from the revised budget (latest revision of the approved budget) of the selected school level / session and accounting year.
5. Click **[Search]** button. The account codes with budgeted or committed amount (depends on the selection in Step 4) will be listed out.
6. Select the checkbox next to the account code. Users can select one or more budget account lines to be copied at the same time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 28/08/2003 15:51 Logout Help 中文版本

English Name Current School Year: 2001 28 August 2003 16:28

[S-FBG02-07] FMP > Budgeting > Draft Budget Exp > Copy by Account

Copy by Programme Copy by Account Prepare Budget Expenditure

Copy From

Sch Level/Session Primary AM
Accounting Year 2001/2002
Programme Code WFMP Admin Programme

Status Draft Budget Exp

Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/> G1004005001	Grant Expenses	6,000,000.50	2,500,000.21	3,500,000.29
<input checked="" type="checkbox"/> G1004015001	Grant Expenses	860,000.33	400,000.00	460,000.33
<input checked="" type="checkbox"/> G2024001001	Grant Expenses	860,000.96	358,333.73	501,667.23
<input checked="" type="checkbox"/> G3011001001	Grant Expenses	1,000,000.00	416,666.67	583,333.33

Copy To

Sch Level/Session Primary AM
Accounting Year 2017/2018
Programme Code From ALL To ALL

Confirm Create New Programme Back

Draft Budget Exp

7. Select the designated School Level / Session and Accounting Year and a range of Programme Codes.
8. If the desired programme code does not exist in the Programme Code selection box, users can click **[Create New Programme]** button to create new programme. COA Maintenance window will pop up for the users to create new programme or update the effective status. Users are not required to quit from filling in “Copy by Account” details. For details, please refer to user manual for **Common Setup Module**.

9. Click **[Confirm]** button to copy the selected budget account lines to the designated budget. Once confirmed, the system will bring users to “Prepare Budget Expenditure” screen. All the budget lines of the designated school level / session and accounting year will be listed, including those newly copied budget lines. Please refer to Chapter 2.3.1 “Prepare Budget Expenditure” for details in modifying the budget.



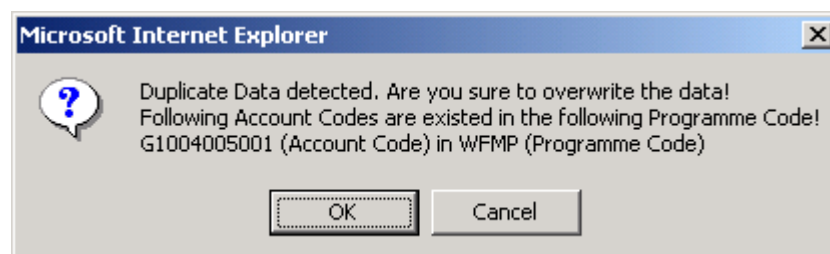
Post-effects

1. The selected budget / accounting lines will be copied over to the designated budget. The school account clerk can begin to draft the budget expenditure.

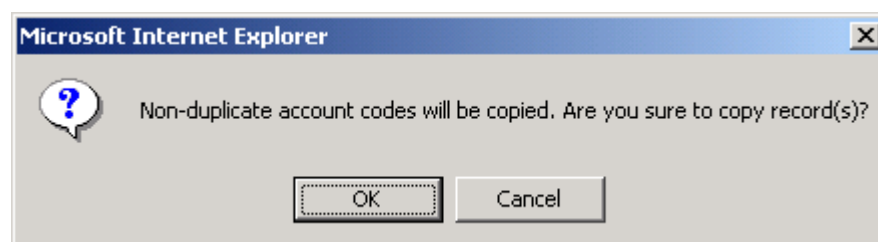


Notes

1. The selected accounts with its corresponding budget amounts will be copied.
2. Users may select an account with its corresponding amounts for copying over to several programmes.
3. \$0.00 budgeted amount will not be shown in the copying screen.
4. If the same account code exists in the “Copy To” school level / session and accounting year, users will be prompted to overwrite or retain the existing budget. If users click **[OK]** button, the system will overwrite the existing budget with the copied budget.



5. a) On the contrary, if users click **[Cancel]** button and all the selected codes are duplicated account codes, the system will abort copying all the selected accounts.
- b) If user click **[Cancel]** button and the selected codes consist of non-duplicated account codes and duplicated account code in the “Copy To” school level / session and accounting year, users will be prompted to continue copying non-duplicated account codes. If users click **[OK]** button, only non-duplicated account codes are copied. If users click **[Cancel]** button, the action will be aborted.



6. For multi school level / session schools, the expenditure accounts can be copied from one school level / session to another school level / session or another accounting year. If it is single school level / session, the expenditure accounts can be only copied to another accounting year. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session can copy the expenditure accounts from PM session, but cannot copy the expenditure accounts to PM session.
7. For schools with accounting period from April to March, if the users select to copy from Committed Amount, the committed amount representing the unposted and posted vouchers amounts (actual expenditure) will be grouped under 1st and 2nd period. For the amount of the 1st period, it includes unposted and posted vouchers from April to August. For the amount of the 2nd period, it includes unposted and posted voucher from September to March.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 02/10/2003 19:00 Logout | Help | 中文版本

English Name Current School Year: 2001 2 October 2003 19:04

[S-FBG02-07] FMP > Budgeting > Draft Budget Exp > Copy by Account

Copy by Programme Copy by Account Prepare Budget Expenditure

Copy From

Sch Level/Session Secondary/Whole Day

Accounting Year 2002/2003

Programme Code WFMP Admin Programme

Status Committed Amount

Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/> G1004005001	Grant Expenses	6,000.00	0.00	6,000.00

Copy To

Sch Level/Session Primary/AM

Accounting Year 2001/2002

Programme Code From ALL To ALL

Confirm Create New Programme Back

8. If the users choose to copy from Revised Budget Expenditure and the selected school level / session and accounting year budget has not been approved, no record will be retrieved in the search result.

2.4 Review Budget

2.4.1 Edit Budget Income



Function Description

This function allows Principal to review and amend the budget prepared by the school account clerk before submitting the budgeting reports for School Management Committee (SMC) to approve. Before the budget is frozen for approval, Principal can directly amend the budget. Please note that for the purpose of duties segregation, the school account clerk does not have default access rights to review budget.

For schools with accounting year ended in March, the budget for April to March will be divided into two periods - April to August and September to March with the ratio of 5:7. Users may amend the default value of the 1st period. And the amount for 1st and 2nd period will be used for printing reports by school years.



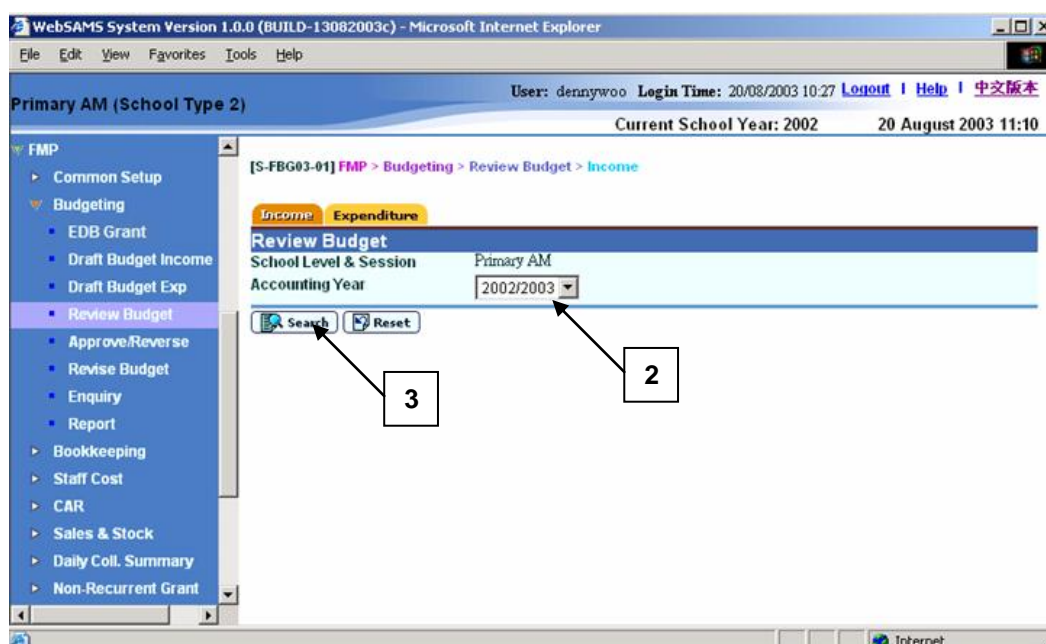
Pre-requisites

1. Draft Budget Income has been prepared and the budget has been submitted to Principal for review.
2. Budget has not yet frozen for approval.

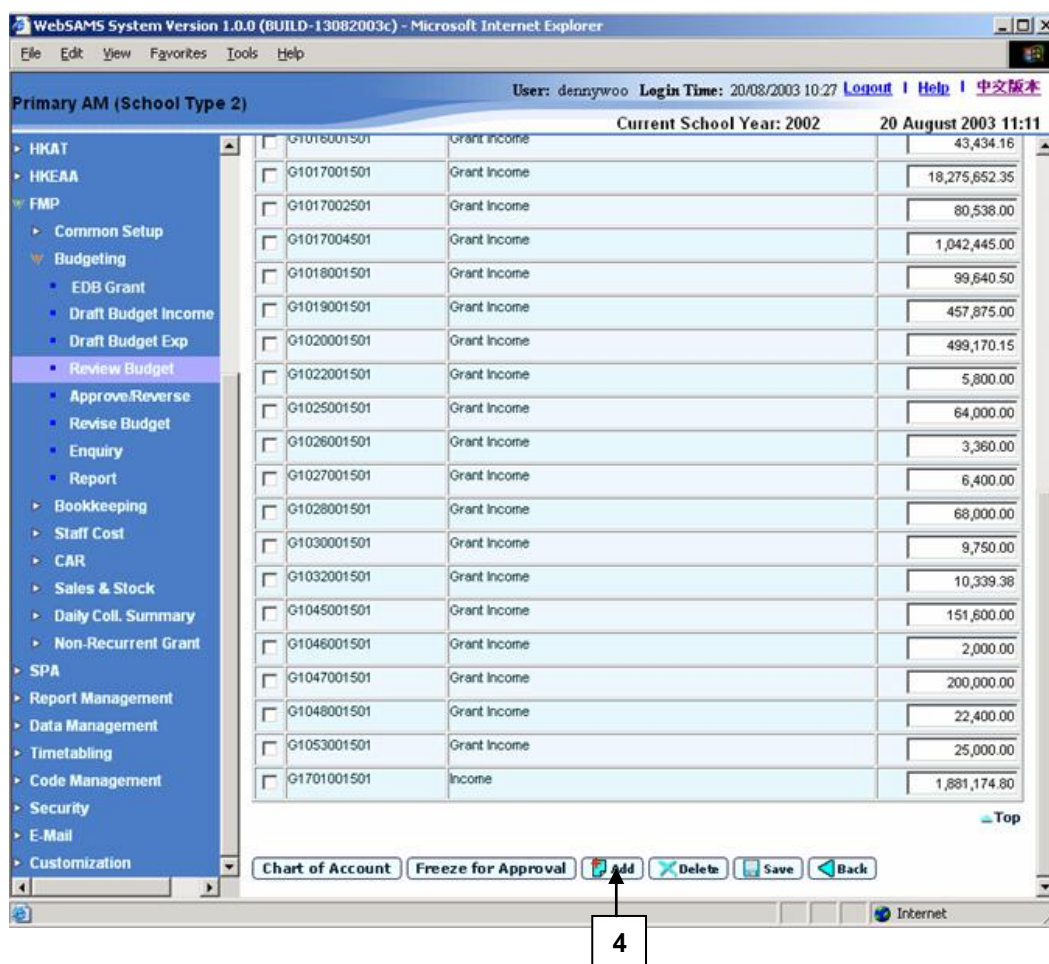


User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Review Budget]** from the left menu.
2. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. School Level / Session is required to be selected for bi-sessional or through train school.



3. Click **[Search]** button. The budget will be displayed.
4. Click **[Add]** button to add a new budget line. A blank line will appear.



5. a) If the desired account code cannot be found, click **[Chart of Account]** button to maintain Chart of Account. COA Maintenance window will pop up. Users can create a new account code or changing the effective status of an account code by using this function. No need to quit from filling in budget details. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information. A dump screen for the pop-up window is shown below.
- b) To exit from COA Maintenance, users have to click the “cross” box at the top right hand corner.

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: dennywoo Login Time: 20/08/2003 10:27 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 20 August 2003 11:11

Account Code	Description	Amount
G1016001501	Grant Income	43,434.16
G1017001501	Grant Income	18,275,852.35
G1017002501	Grant Income	80,538.00
G1017004501	Grant Income	1,042,445.00
G1018001501	Grant Income	99,840.50
G1019001501	Grant Income	457,875.00
G1020001501	Grant Income	499,170.15
G1022001501	Grant Income	5,800.00
G1025001501	Grant Income	64,000.00
G1026001501	Grant Income	3,360.00
G1027001501	Grant Income	6,400.00
G1028001501	Grant Income	68,000.00
G1030001501	Grant Income	9,750.00
G1032001501	Grant Income	10,339.38
G1045001501	Grant Income	151,800.00
G1046001501	Grant Income	2,000.00
G1047001501	Grant Income	200,000.00
G1048001501	Grant Income	22,400.00
G1053001501	Grant Income	25,000.00
G1701001501	Income	1,881,174.80

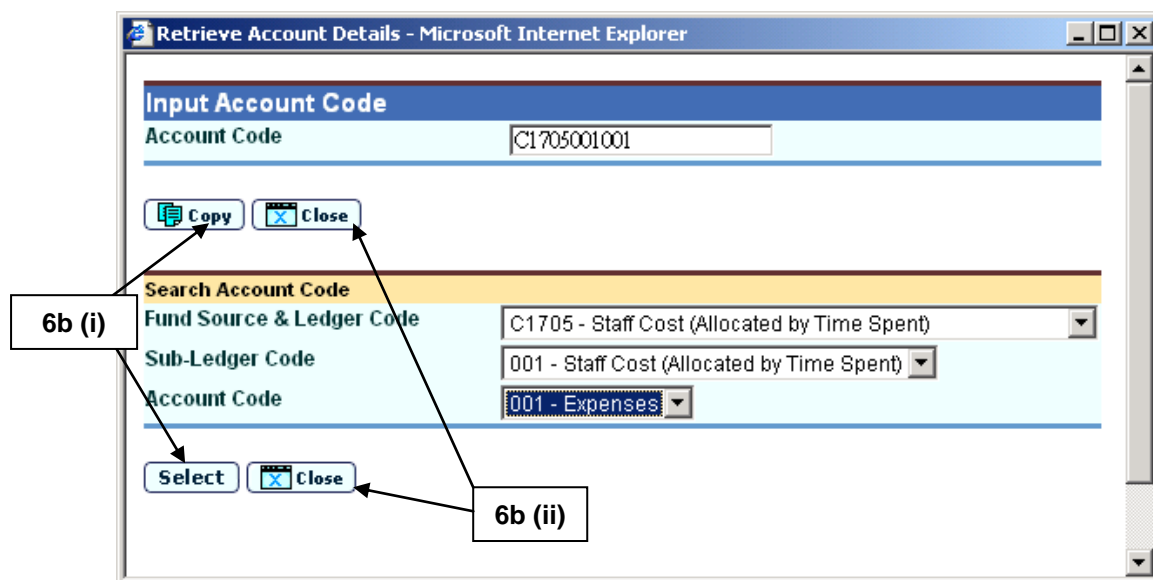
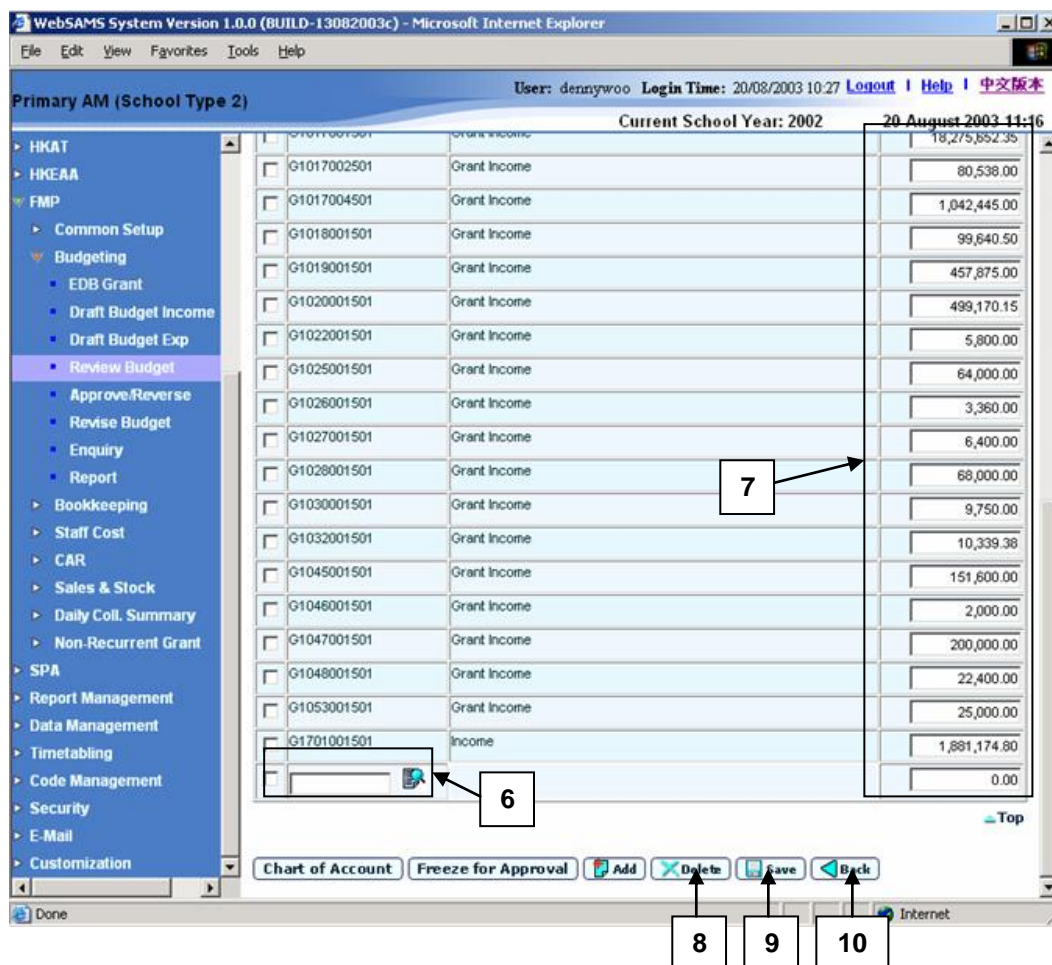
Chart of Account Freeze for Approval Add Delete Save Back

5a

5b

Combined Account Code	English Description	Chinese Description	Effective Date	Effective Status
G1003001001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1003001501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1003001502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1003001503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還〔已退還〕教統局的款項	01/03/2002	<input type="checkbox"/>
G1003001504	TRF from General Fund/Subscriptions/Tong Fai A/C	由普通經費、堂費帳調撥	01/03/2002	<input type="checkbox"/>
G1003001505	TRF from General Domain Control/Grants A/C	由一般範疇統制帳/一般範疇津貼帳調撥	01/03/2002	<input type="checkbox"/>
G1004005001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1004005501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1004005502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1004005503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還〔已退還〕教統局的款項	01/03/2002	<input checked="" type="checkbox"/>

6. a) Users can enter an account code directly, or
- b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen.
- (i) Click **[Copy]** or **[Select]** button to copy the account code and return back to budget line input screen.
- (ii) Click **[Close]** to abort and return back to budget line input screen.



7. To amend the budget amount, users can overwrite the original input figure.
8. If any of the budget lines is not required, users can delete budget line by selecting the checkbox next to the account code and click **[Delete]** button. Users can select one or more budget lines to be deleted at the same time.
9. Click **[Save]** button to save all the changes, or

10. Click **[Back]** button to return back to Review Budget Income search page without saving the record.



Post-effects

1. The budget will be saved with all the changes.
2. After the Principal has finished reviewing the budget, the Principal can freeze the budget.



Notes

1. Users can remove a selected budget line by clicking the **[Delete]** button. However, the system will only confirm the deletion after users press the **[Save]** button.
2. For school with accounting period from April to March, the budgeted amount split into 1st and 2nd periods will also be displayed. The system will automatically apportion the 1st period and 2nd period amount into 5:7 ratio once the budget amount has been entered. Users can also update the 1st period amount and the 2nd period amount will then be automatically calculated by the system. A sample screen for accounting period April to March is shown below:

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 06/08/2003 16:26 Logout | Help | 中文版本

English Name Current School Year: 2001 6 August 2003 16:29

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Income Expenditure

Review Budget

Sch Level/Session Primary AM
Accounting Year 2013/2014

EDB Grant	\$	0.00
Total Budget Amount	\$	29,460,002.36
Budget Amount for 1st Period	\$	13,316,667.54
Budget Amount for 2nd Period	\$	16,143,334.82

Status Review

Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/> G1004005501	Grant Income	6,000,000.50	2,500,000.21	3,500,000.29
<input type="checkbox"/> G1004015501	Grant Income	860,000.33	400,000.00	460,000.33
<input type="checkbox"/> G2024001551	Grant Income	4,000,000.00	1,666,666.67	2,333,333.33
<input type="checkbox"/> G2068001501	Grant Income	1,200,000.63	500,000.26	700,000.37
<input type="checkbox"/> G3011001501	Grant Income	6,000,000.00	2,500,000.00	3,500,000.00
<input type="checkbox"/> G3011001551	Grant Income	2,400,000.50	2,000,000.23	400,000.27
<input type="checkbox"/> K1700500551	Grant Income-Karina	9,000,000.40	3,750,000.17	5,250,000.23

Chart of Account Freeze for Approval Add Delete Save Back

3. If the EDB grant is entered in [S-FBG10-02], the system will perform a checking of EDB grant amount against the budget amount. Upon saving, a warning message will be prompted if the budget amount exceeds the EDB grant. Budget will still be saved.
4. Budget can be prepared for more than one year. Users are also allowed to prepare a five-year budget forecast and print “Five Year Forecast for Income and Expenditure Report” (R-FBG10-E).
5. Users can only enter Income Account Code.
6. Negative amount is not allowed.
7. Zero amount can be captured in the budget input screens, but it will be filtered in enquiry screens and all Budgeting Reports.
8. For schools with multiple school levels / sessions, users should review budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can review budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot review budget income for PM session or vice versa.

2.4.2 Freeze Budget Income for Approval



Function Description

This function allows the Principal to freeze the budget prepared by the school account clerk and to submit the budgeting reports for School Management Committee's (SMC) approval. After the budget is frozen for approval, the budget cannot be amended. Please note that for the purpose of duties segregation, the school account clerk does not have default access rights to freeze the budget.



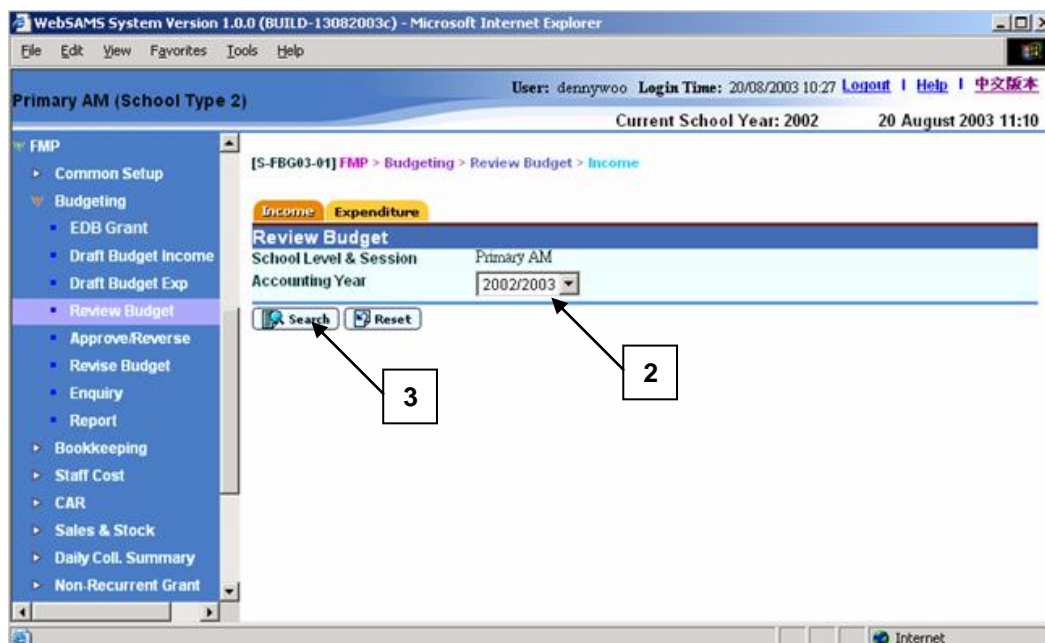
Pre-requisites

1. Draft Budget Income has been prepared and the budget has been submitted to Principal for review.
2. Budget has not yet frozen for approval.

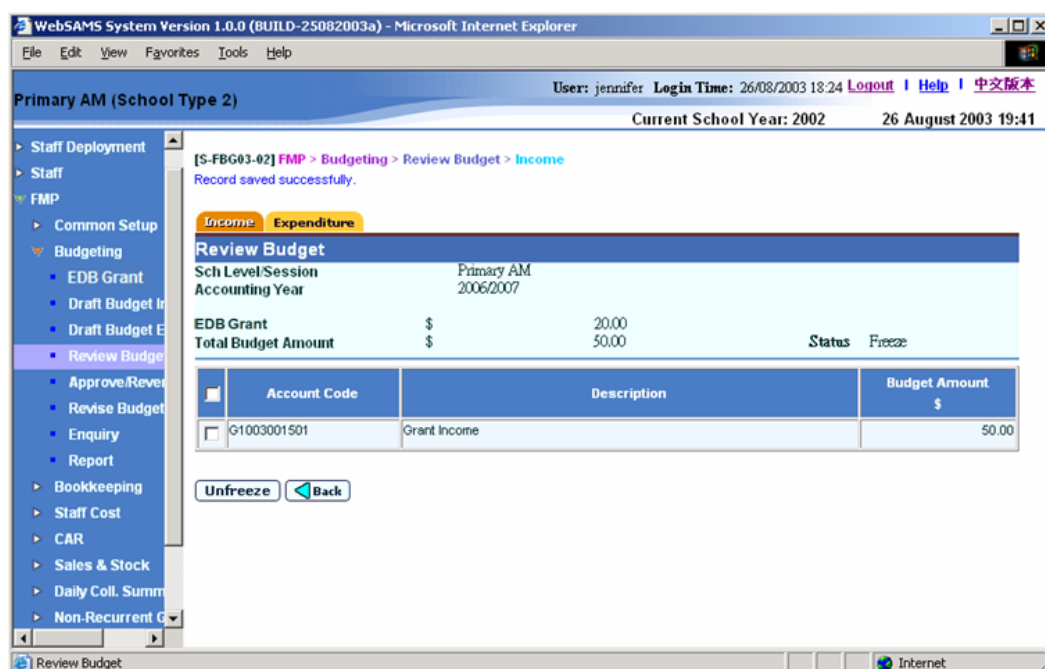
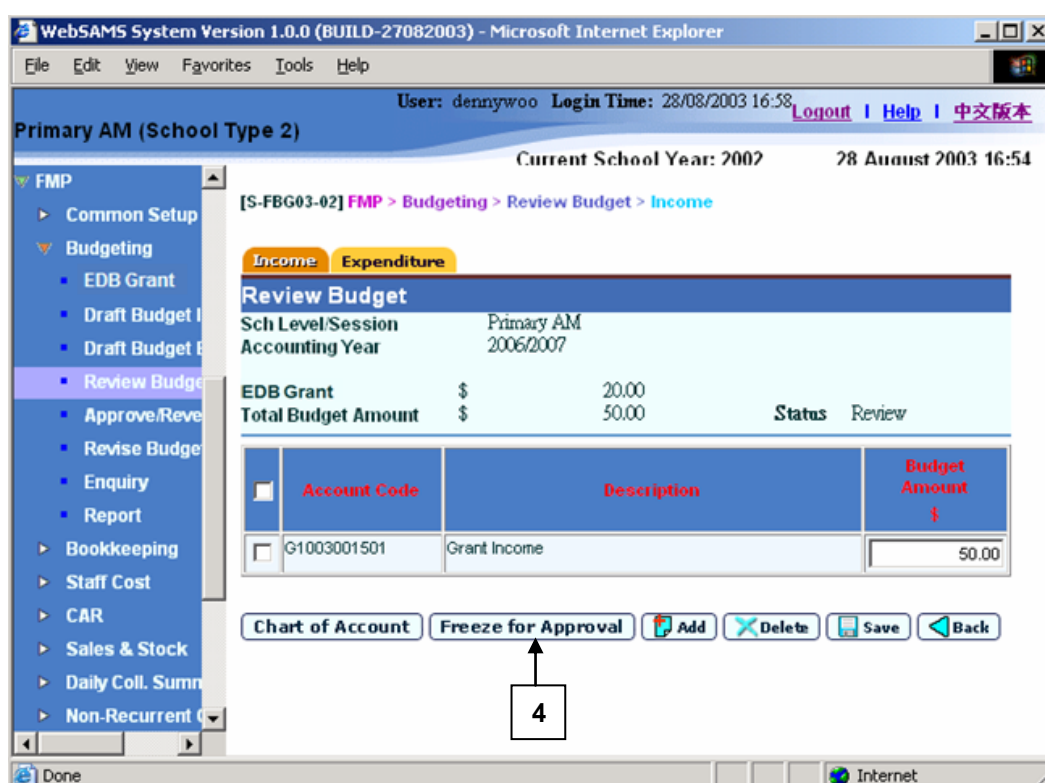


User Procedures

1. Click **[FMP] → [Budgeting] → [Review Budget]** from the left menu.
2. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. School Level / Session is required to be selected for bi-sessional or through train school.



3. Click **[Search]** button. The budget will be retrieved.
4. Click **[Freeze for Approval]** button to freeze the budget for School Management Committee's approval. The budget will be changed to display mode. Only **[Back]** and **[Unfreeze]** buttons will appear on the screen.





Post-effects

1. The status for the selected budget Income will be updated to “Freeze”. Users cannot edit the budget once it is frozen. The relevant reports can be printed out for submission to SMC. Users cannot revert the budget status back to “Draft” under Draft Budget Income function if the budget has been frozen.



Notes

1. Once the budget is frozen, the budget screen will be changed to display mode and no further modification is allowed.
2. All the accounts in the selected budget income will be frozen and submitted for SMC’s approval. No individual accounts can be selected for submission.
3. Users can unfreeze the budget to “Submit” status for further modification. Please refer to Chapter 2.4.3 “Unfreeze Budget Income” for details.
4. For schools with multiple school levels / sessions, users should freeze budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can freeze budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot freeze budget income for PM session or vice versa.

2.4.3 Unfreeze Budget Income



Function Description

This function allows the Principal to unfreeze the frozen budget for further modification. After the budget has been unfrozen, Principal can directly amend the budget. The budget status will be changed from “Freeze” to “Review”. The budget screen will be changed from display mode to edit mode.



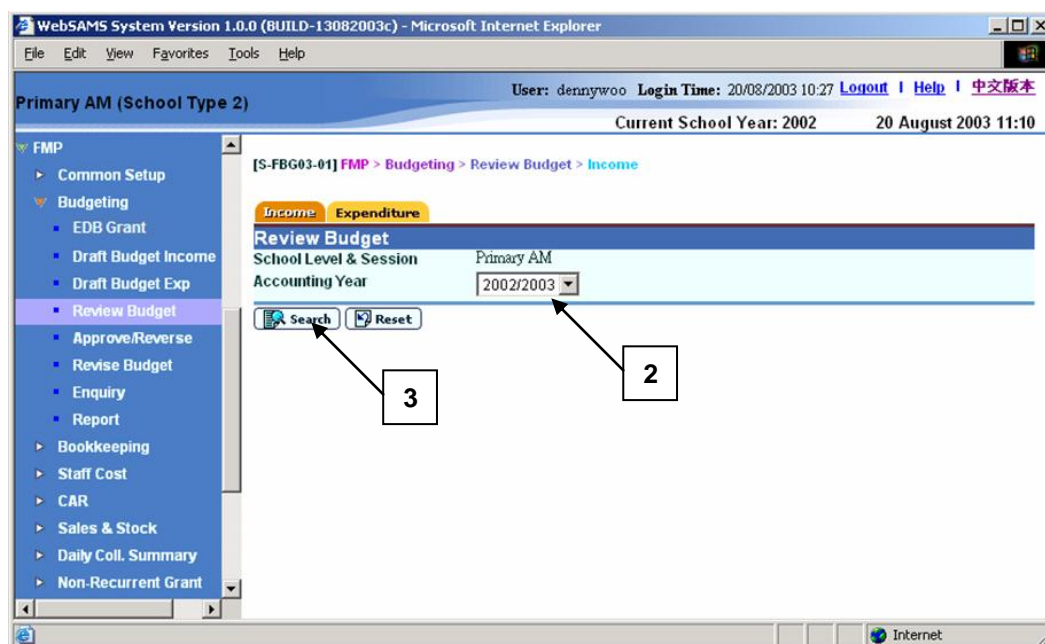
Pre-requisites

Budget Income has been frozen and the budget has not been approved.

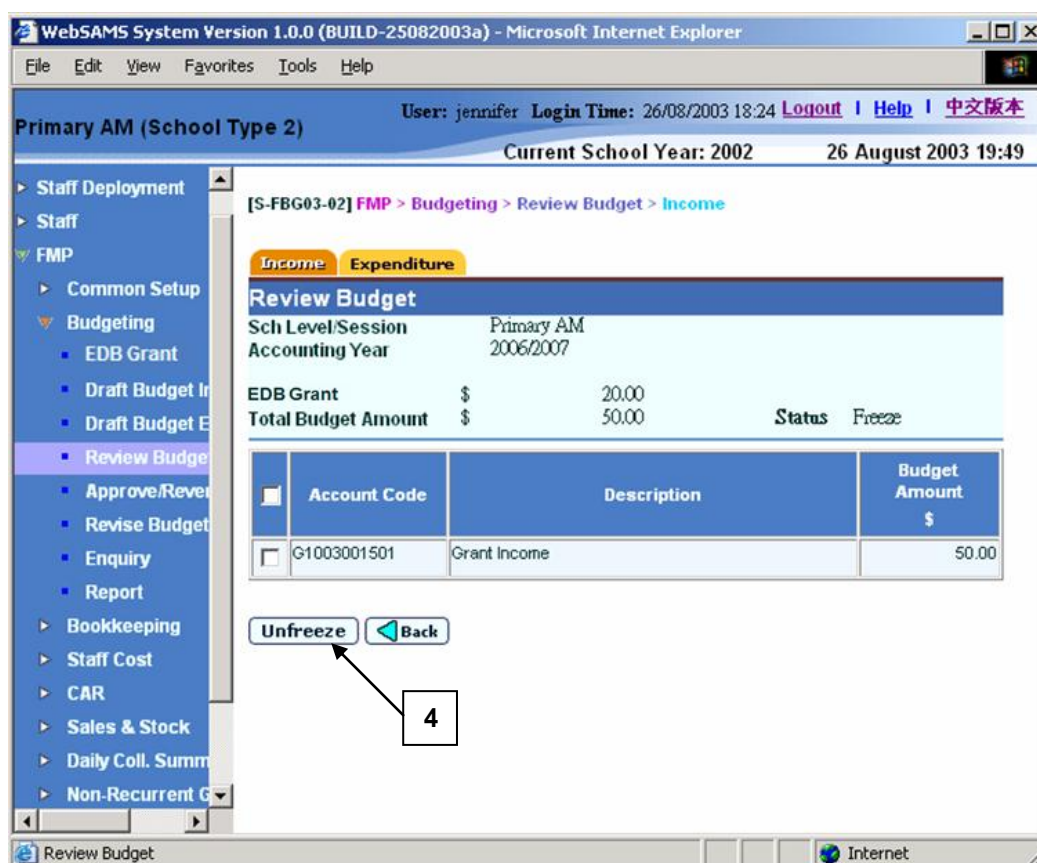


User Procedures

1. Click **[FMP] → [Budgeting] → [Review Budget]** from the left menu.
2. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. The School Level / Session are required to be selected for bi-sessional or through train school.



3. Click **[Search]** button. The budget will be retrieved.
4. Click **[Unfreeze]** button to allow users to modify the budget again. The Budget Status will be changed from “Freeze” to “Review”.



Post-effects

1. The status for budget income will be changed from “Freeze” to “Review”. Budget screen will be changed from display mode to edit mode. Users can make further amendments.



Notes

1. Budget income can only be unfrozen if the budget status has been frozen (i.e. budget status “Freeze”) and the budget has not been approved.
2. All the accounts in the selected budget income will be unfrozen. No individual accounts can be selected.
3. After finished modifying the budget, users should follow the business flow and freeze the budget. Please refer to Chapter 2.4.2 “Freeze Budget Income for Approval” for details.
4. For schools with multiple school levels / sessions, users should unfreeze budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can unfreeze budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot unfreeze budget income for PM session or vice versa.

2.4.4 Edit Budget Expenditure



Function Description

This function allows the Principal to review and amend the budget prepared by the programme leader or school account clerk and submit the budgeting reports for School Management Committee (SMC) approval. Before the budget is frozen for approval, the Principal can directly amend the budget. Please note that for the purpose of duties segregation, the school account clerk does not have default access rights to freeze the budget.

For schools with accounting year ended in March, the budget for April to March will be divided into two periods - April to August and September to March with the ratio of 5:7. Users may amend the default value of the 1st period and the amount for 1st and 2nd period will be used for printing reports by school years.



Pre-requisites

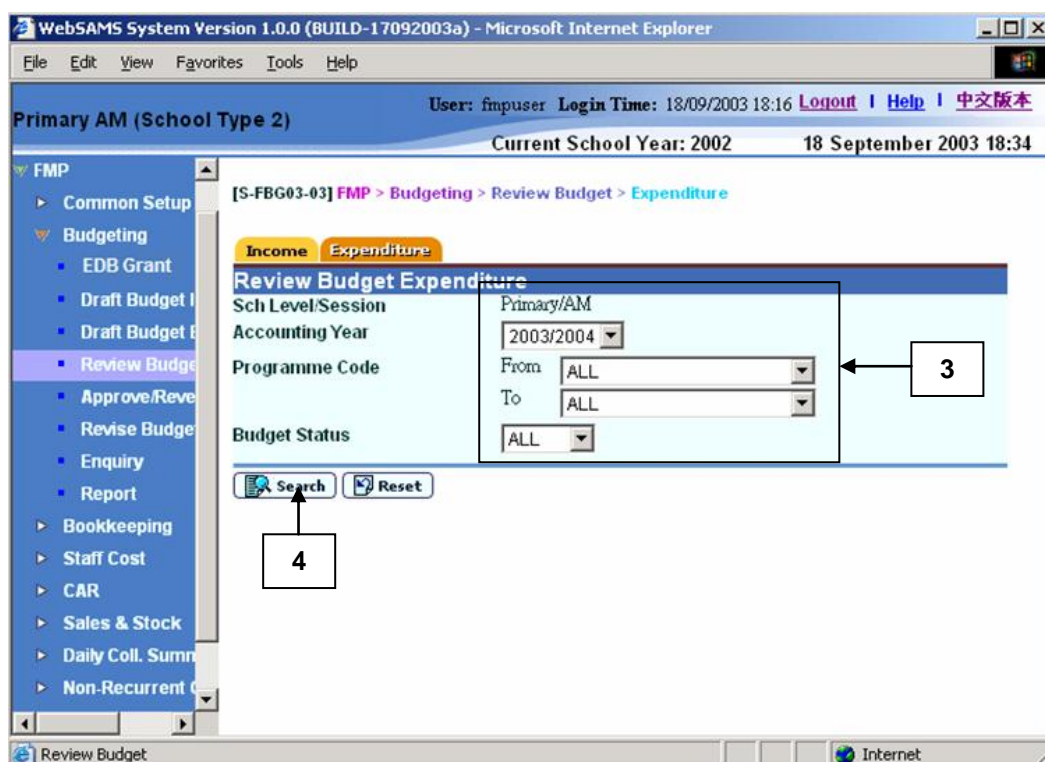
1. Draft Budget Expenditure has been prepared and the budget has been submitted to Principal for review.
2. Budget has not yet frozen for approval.



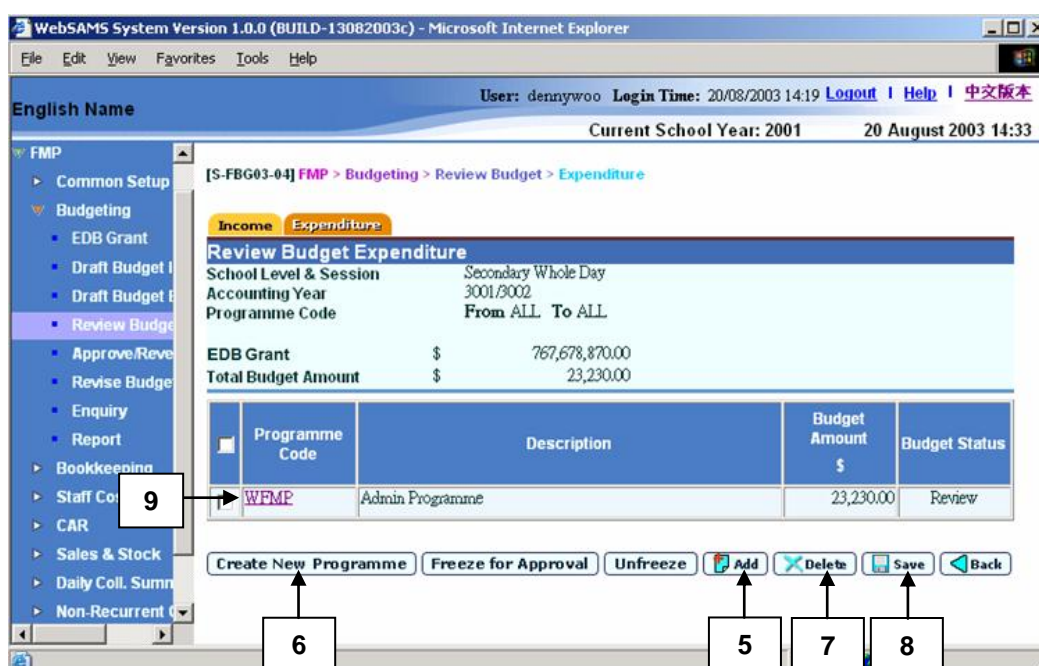
User Procedures

Programme Level

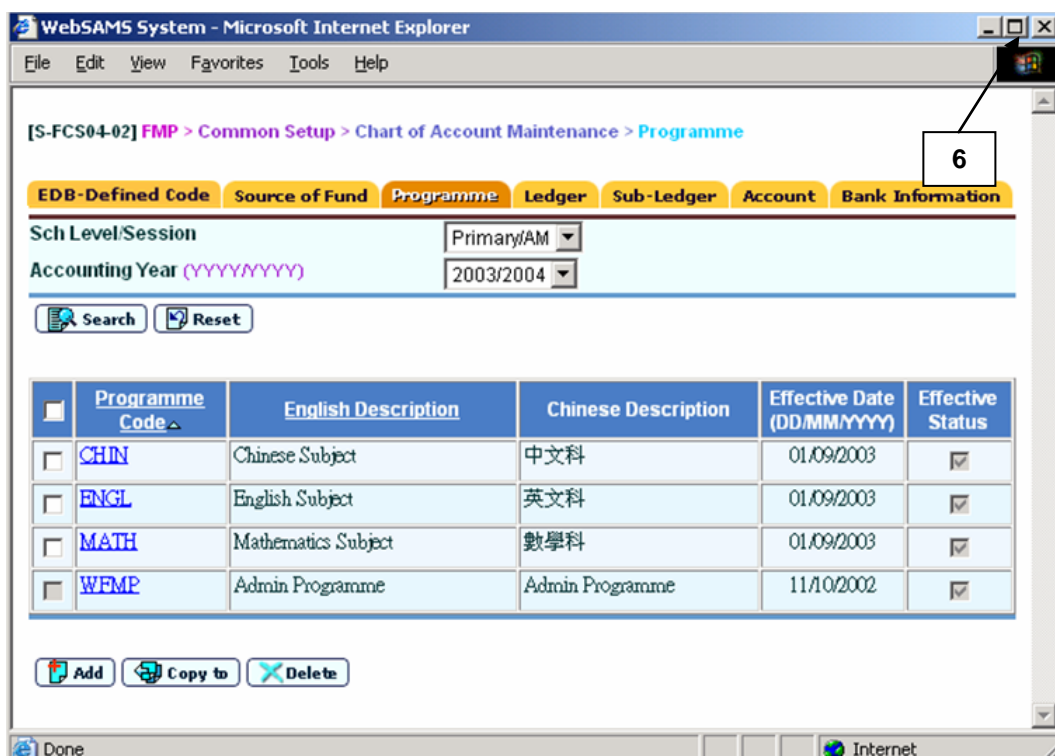
1. Click **[FMP]** → **[Budgeting]** → **[Review Budget]** from the left menu.
2. Click **[Expenditure]** tab.
3. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. The School Level / Session is required to be selected for bi-sessional or through train school.



4. Click **[Search]** button. The budget will be retrieved.
5. Click **[Add]** button to add an existing programme and press **[Save]** button.



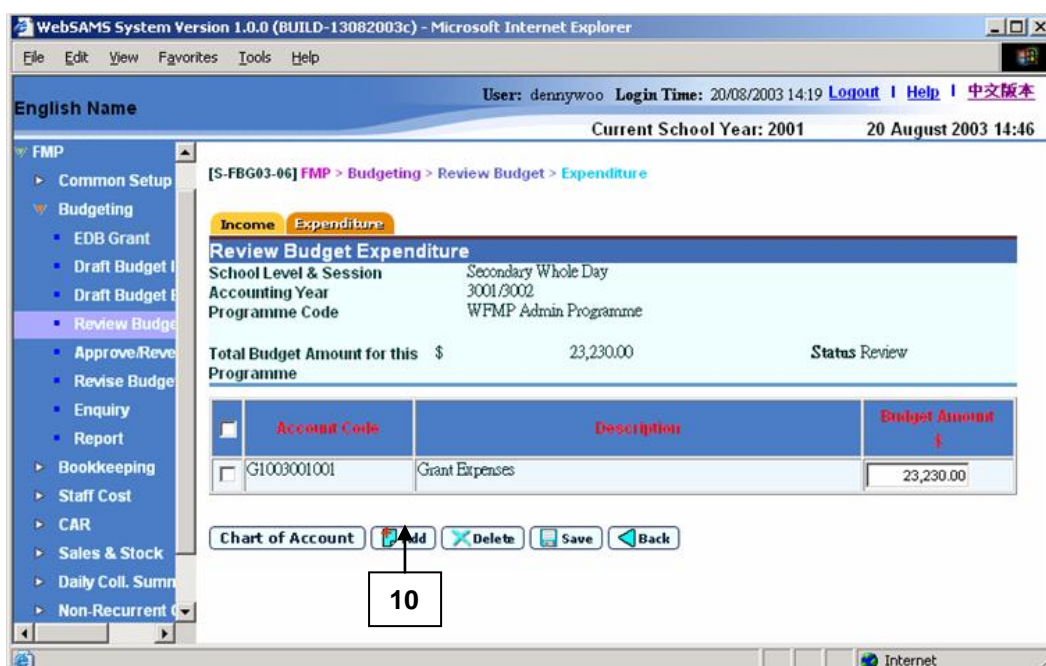
6. If the desired programme code cannot be found, click **[Create New Programme]** button to maintain programme. COA Maintenance window will pop up. Users can create a new programme code or changing the effective status of a programme code by using this function. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information. A dump screen for the pop-up window is shown below. To exit from COA Maintenance, users have to click the “cross” box at the top right hand corner.



7. If any of the budget lines is not required, users can delete budget line by selecting the checkbox next to the programme code and click **[Delete]** button. Users can select one or more budget lines to be deleted at the same time.
8. Click **[Save]** button to save all the changes.
9. Click on the hyperlink of programme code to create budget expenditure at account code level.

Account Code Level

10. Click **[Add]** button to add a new budget line. A blank line will appear.



11. a) Users can enter an account code directly, or
- b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen.
- (i) Click **[Copy]** or **[Select]** button to copy the account code and return back to budget line input screen.
- (ii) Click **[Close]** to abort and return back to budget line input screen.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: dennywoo Login Time: 06/08/2003 16:57 Logout | Help | 中文版本

Current School Year: 2001 6 August 2003 16:56

[S-FBG03-06] FMP > Budgeting > Review Budget > Expenditure

Income Expenditure

Review Budget Expenditure

School Level & Session Secondary Whole Day
Accounting Year 3001/3002
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme \$ 23,230.00 Status Review

Account Code	Description	Budget Amount
C1003001001	Grant Expenses	23,230.00
C1705001001		0.00

Chart of Account Add Delete Save Back

Retrieve Account Details - Microsoft Internet Explorer

Input Account Code

Account Code C1705001001

Copy Close

Search Account Code

Fund Source & Ledger Code C1705 - Staff Cost (Allocated by Time Spent)

Sub-Ledger Code 001 - Staff Cost (Allocated by Time Spent)

Account Code 001 - Expenses

Select Close

12. Fill in the **Budget Amount**. It should be greater than zero.
13. a) If the desired account code cannot be found, click **[Chart of Account]** button to maintain Chart of Account and the COA Maintenance window will pop up. Users can create a new account code or change the effective status of the account code by using this function. This function allows the users to continue filling in the budget details. Please refer to **FMP**

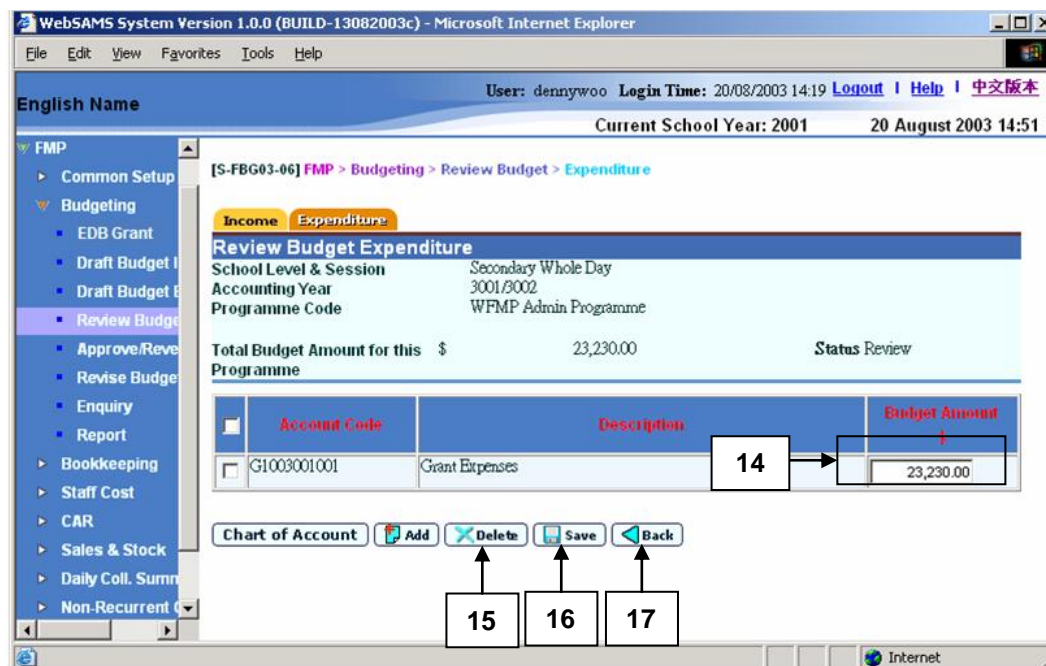
Common Setup – COA Maintenance user manual for detail information.
A dump screen for the pop-up window is shown below.

- b) To exit from COA Maintenance, Click the “cross” box at the top right hand corner.

13b

Combined Account Code	English Description	Chinese Description	Effective Date	Effective Status
G1003001001	Grant Expenses	津貼帳開支	01.03/2002	<input checked="" type="checkbox"/>
G1003001501	Grant Income	津貼帳收入	01.03/2002	<input checked="" type="checkbox"/>
G1003001502	Prior Year Adjustments	上年度的調整	01.03/2002	<input checked="" type="checkbox"/>
G1003001503	Clawback/Amount Refunded (Refundable) to EMB	回報/須退還〔已退還〕教統局的款項	01.03/2002	<input type="checkbox"/>
G1003001504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、堂費帳調撥	01.03/2002	<input type="checkbox"/>
G1003001505	TRF from General Domain Control/Grants A/C	由一般範疇統制帳/一般範疇津貼帳調撥	01.03/2002	<input type="checkbox"/>
G1004005001	Grant Expenses	津貼帳開支	01.03/2002	<input checked="" type="checkbox"/>
G1004005501	Grant Income	津貼帳收入	01.03/2002	<input checked="" type="checkbox"/>
G1004005502	Prior Year Adjustments	上年度的調整	01.03/2002	<input checked="" type="checkbox"/>
G1004005503	Clawback/Amount Refunded (Refundable) to EMB	回報/須退還〔已退還〕教統局的款項	01.03/2002	<input checked="" type="checkbox"/>

14. To amend the budget amount, users can overwrite the original input figure.
15. If any of the budget lines is not required, the users can delete the budget line by selecting the checkbox next to the account code and click **Delete** button. Users can select one or more budget lines to be deleted at the same time.



16. Click **[Save]** button to save all the changes.

17. Click **[Back]** button to go back to the Budget Expenditure Main Screen [S-FBG02-04]. (Programme Level)



Post-effects

1. The budget will be saved with all the changes.
2. After reviewing the budget, the Principal can freeze the budget for approval.



Notes

General

1. Budget can be prepared for more than one year. Users are allowed to prepare a five years forecast of the budget and print Five-Year Forecast for Income and Expenditure (R-FBG010-E).
2. For schools with multiple school levels / sessions, users should review budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can review budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot review budget expenditure for PM session or vice versa.

Programme Level

1. It allows users to compare the amount of EDB Grant with the total budget expenditure for all the programmes. Both amounts are shown on the screen.
2. If a particular Programme has not been created, users can click the **[Create New Programme]** button to create a new programme.
3. Users can add the newly created programmes by pressing **[Add]** button and **[Save]** button.

- Users can remove a selected programme by clicking the **[Delete]** button. However, the system will only confirm the deletion after users press the **[Save]** button.
- For schools with accounting period April to March, budget amount split into 1st and 2nd periods will also be displayed. The system will also automatically apportion the 1st period and 2nd period amount into 5:7 ratio if the budget amount has been entered.

Account Code Level

- If a particular account code has not been created, users can click **[Chart of Account]** button to create a new one.
- Users can remove a selected budget line by clicking the **[Delete]** button. However, the system will only confirm the deletion after users press the **[Save]** button.
- For ease of reference, the total budget for the programme is shown on the screen.
- For school with accounting period April to March, budget amount split into 1st and 2nd periods will also be displayed. The system will also automatically apportion the 1st period and 2nd period amount into 5:7 ratio by default if the budget amount has been entered. Users can also update the 1st period amount.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 20/08/2003 15:00 Logout | Help | 中文版本

Current School Year: 2001 20 August 2003 15:01

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Income Expenditure

Review Budget Expenditure

School Level & Session Primary AM
Accounting Year 2001/2002
Programme Code From ALL To ALL

EDB Grant	\$	0.00
Total Budget Amount	\$	17,720,302.19
Budget Amount for 1st Period	\$	7,425,042.45
Budget Amount for 2nd Period	\$	10,295,259.74

Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/> CHIN	Chinese Programme	9,000,000.40	3,750,000.17	5,250,000.23	Draft
<input type="checkbox"/> STAR	Staff Programme	300.00	41.67	258.33	Draft
<input type="checkbox"/> WFMP	Admin Programme	8,720,001.79	3,675,000.61	5,045,001.18	Draft

Create New Programme Freeze for Approval Unfreeze Add Delete Save Back

Local intranet

- If the EDB grant is entered in [S-FBG10-02], the system will perform a checking of the EDB grant amount against the budget amount. Upon saving, a warning message will be prompted if the budget amount exceeds the EDB grant. Budget will still be saved.

6. Users can only enter Expenditure Account Code.
7. Negative amount is not allowed.
8. Zero amount can be captured in the budget input screens, but it will be filtered in enquiry screen and all Budgeting Reports.
9. After adding new budget lines, editing budget amount or deleting budget line, users must click **[Save]** button to save all the changes.

2.4.5 Freeze Budget Expenditure for Approval



Function Description

This function allows Principal to freeze the budget prepared by the programme leader or school account clerk and submit the budgeting reports for School Management Committee's (SMC) approval. After the budget is frozen for approval, the budget cannot be amended. Please note that for the purpose of duties segregation, the school account clerk does not have default access rights to freeze the budget.



Pre-requisites

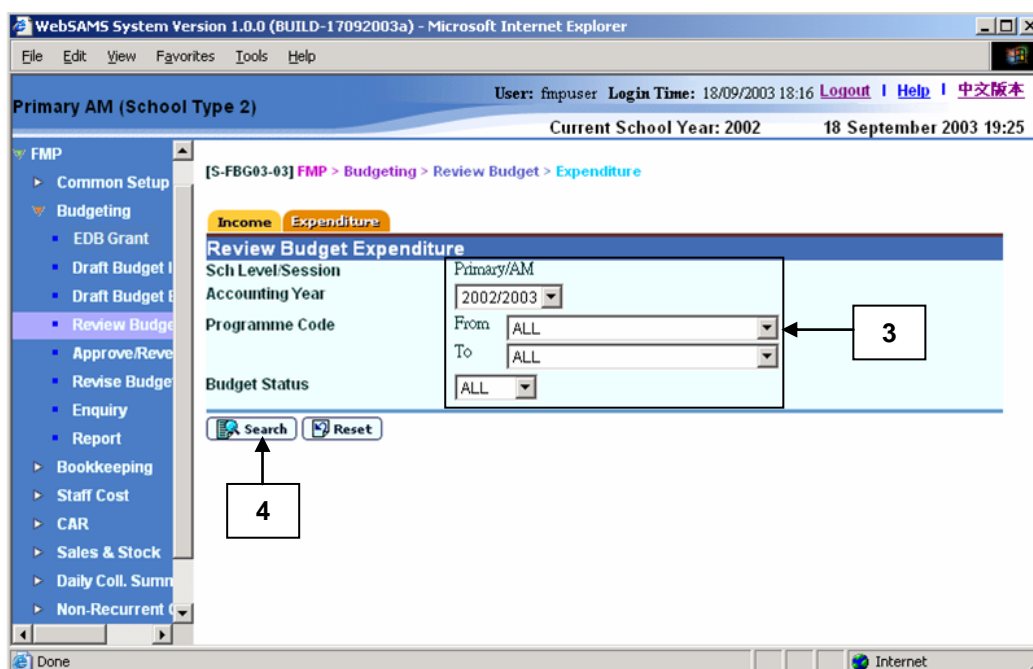
1. Draft Budget Expenditure has been prepared and the budget has been submitted to Principal for review.
2. Budget has not yet frozen for approval.



User Procedures

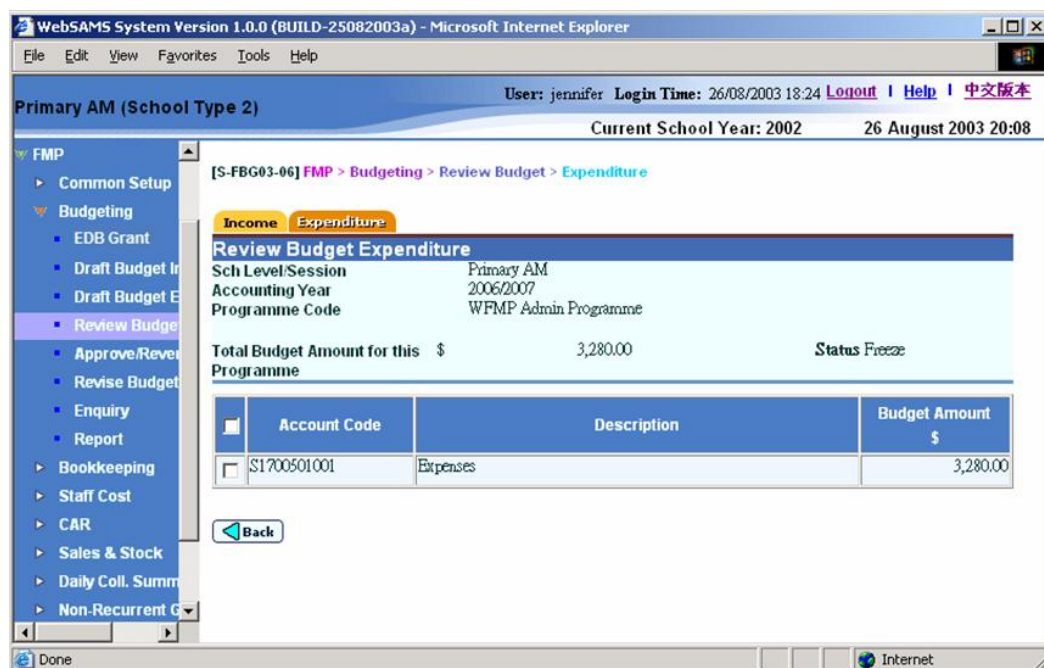
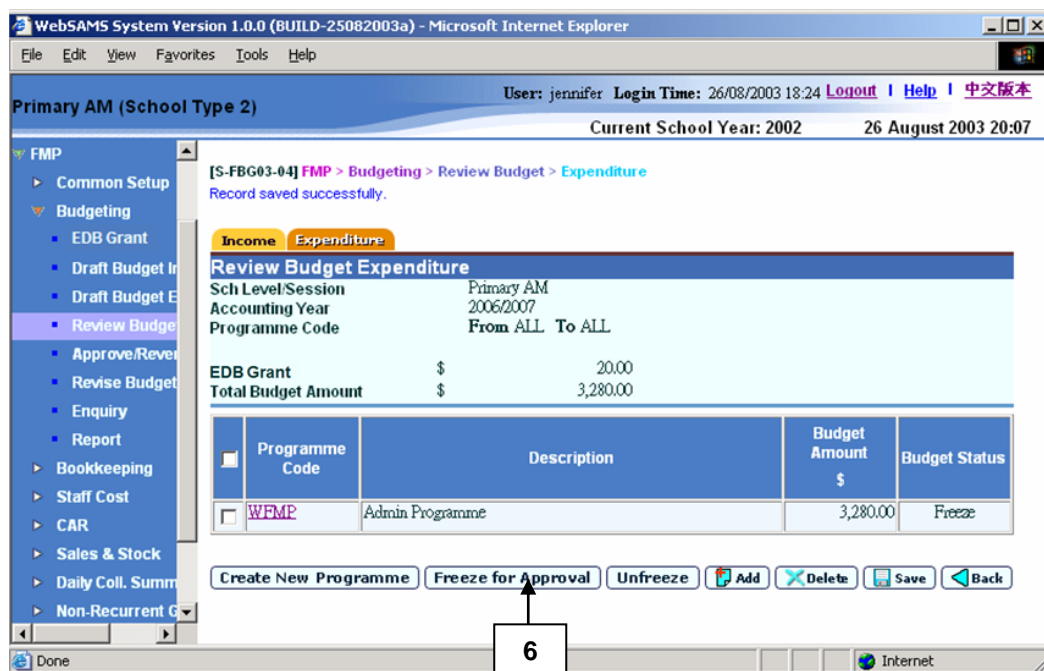
Programme Level

1. Click **[FMP]** → **[Budgeting]** → **[Review Budget]** from the left menu.
2. Click **[Expenditure]** tab.
3. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. School Level / Session is required to be selected for bi-sessional or through train school.



4. Click **[Search]** button. The budget will be retrieved.

5. Check in the selection box to select the individual programmes.
6. Click **[Freeze for Approval]** button to freeze the selected programmes for approval. Those budget lines will be changed to display mode. No modification is allowed for those programmes once the budget status changes from Review to Freeze. The screen for account code level of this programme will display a **[Back]** button only.





Post-effects

1. The status for the selected budget expenditure will be updated to “Freeze”. Users cannot edit the budget once it is frozen. The relevant reports can be printed out for submission to the SMC. Users cannot revert the budget status back to “Draft” under Draft Budget Expenditure function if the budget has been frozen.



Notes

1. Once the programmes are selected and the “Freeze for Approval” button is clicked, the budgets for the selected programmes will be frozen and no modification is allowed.
2. Individual programmes can be selected to freeze for approval.
3. Users can unfreeze the budget to “Submit” status for further modification. Please refer to Chapter 2.4.6 “Unfreeze Budget Expenditure” for details.
4. For schools with multiple school levels / sessions, users should freeze the budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can freeze budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot freeze budget expenditure for PM session or vice versa.

2.4.6 Unfreeze Budget Expenditure



Function Description

This function allows Principal to unfreeze the frozen budget for further modification. After the budget has been unfrozen, Principal can directly amend the budget. The budget status will be changed from “Freeze” to “Review”. The budget line will be changed from display mode to edit mode.



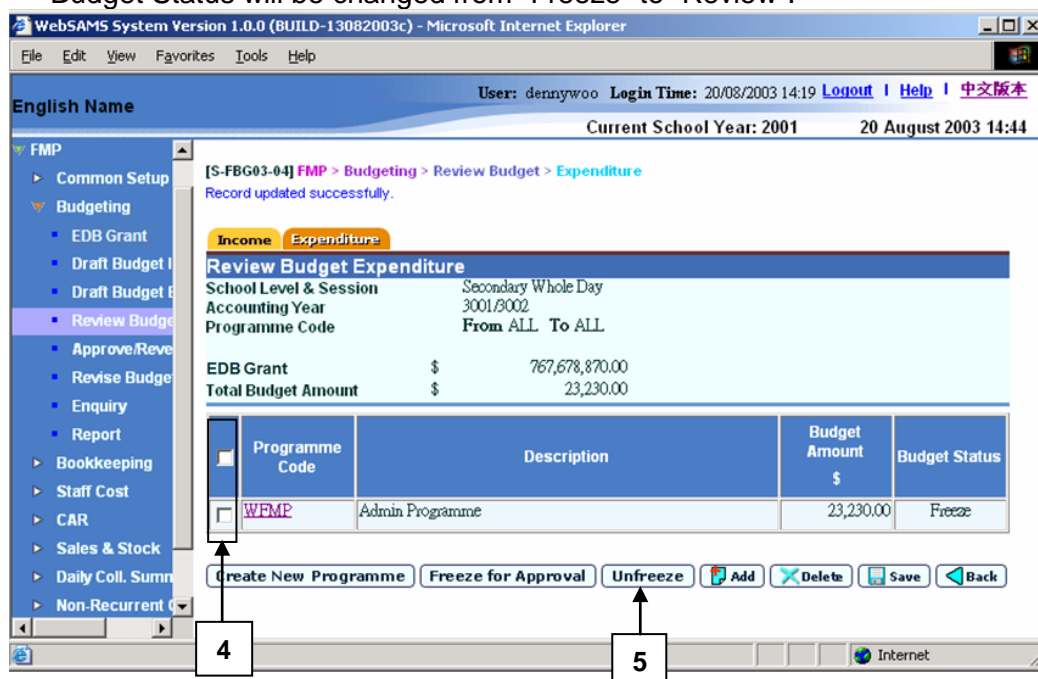
Pre-requisites

Budget Expenditure has been frozen and the budget has not been approved.



User Procedures

1. Click **[FMP] → [Budgeting] → [Review Budget]** from the left menu.
2. Click **[Expenditure]** tab.
3. Select School Level / Session and Accounting Year of the budget. Schools with single school level / session are required to select accounting year only. The School Level / Session are required to be selected for bi-sessional or through train school.
4. Select Programme Codes to be unfrozen.
5. Click **[Unfreeze]** button to allow users to modify the budget again. And the Budget Status will be changed from “Freeze” to “Review”.





Post-effects

1. The status for budget expenditure will be changed from “Freeze” to “Review”. Budget lines will be changed from display mode to edit mode. Users can make further amendments.



Notes

1. Budget expenditure can be unfrozen if the budget has been frozen (i.e. budget status “Freeze”) and the budget has not been approved.
2. Individual programmes can be selected to unfreeze.
3. After finished modifying the budget, users should follow the business flow and freeze the budget for SMC to approve. Please refer to Chapter 2.4.5 “Freeze Budget Expenditure for Approval” for details.
4. For schools with multiple school levels / sessions, users should unfreeze budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can unfreeze budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot unfreeze budget expenditure for PM session or vice versa.

2.5 Approve / Reverse

2.5.1 Budget Approval



Function Description

This function allows the users to approve the budget on behalf of School Management Committee (SMC) upon receiving the endorsement from SMC.

After the budget is approved, the budget status will be changed from “Freeze” to “Approved”. Modification on this approved budget can be made through the Revise Budget function. Users can refer to this approved budget amounts as Original Budget amounts in the Revise Budget, Enquiry and Reports.



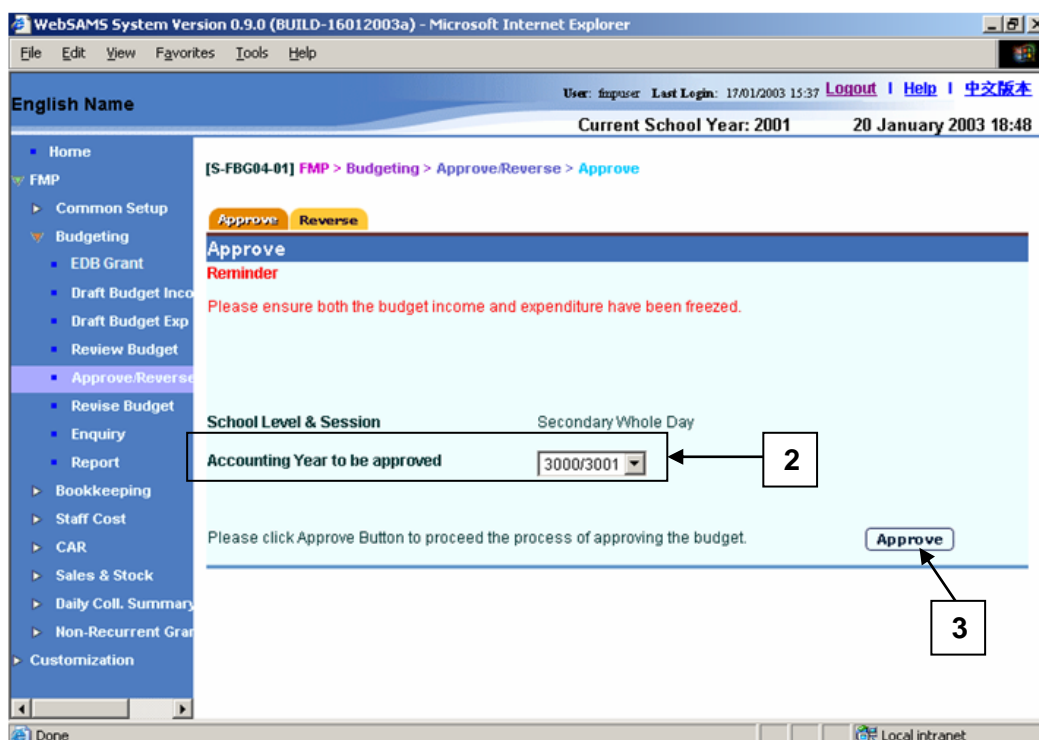
Pre-requisites

1. Both Budget Income and Expenditure (all Programmes of budget expenditure) of the accounting year have been frozen (that is, budgets are in “Freeze” status).



User Procedures

1. Click **[FMP] → [Budgeting] → [Approve/Reverse]** from the left menu.
2. Select from the selection boxes **School Level / Session** and **Accounting Year to be approved**. Only school levels / sessions and accounting years with Budget Income and Expenditure (all programmes of budget expenditure) being frozen will be listed.
3. Click **[Approve]** button to approve both budget income and expenditure of the selected accounting year.



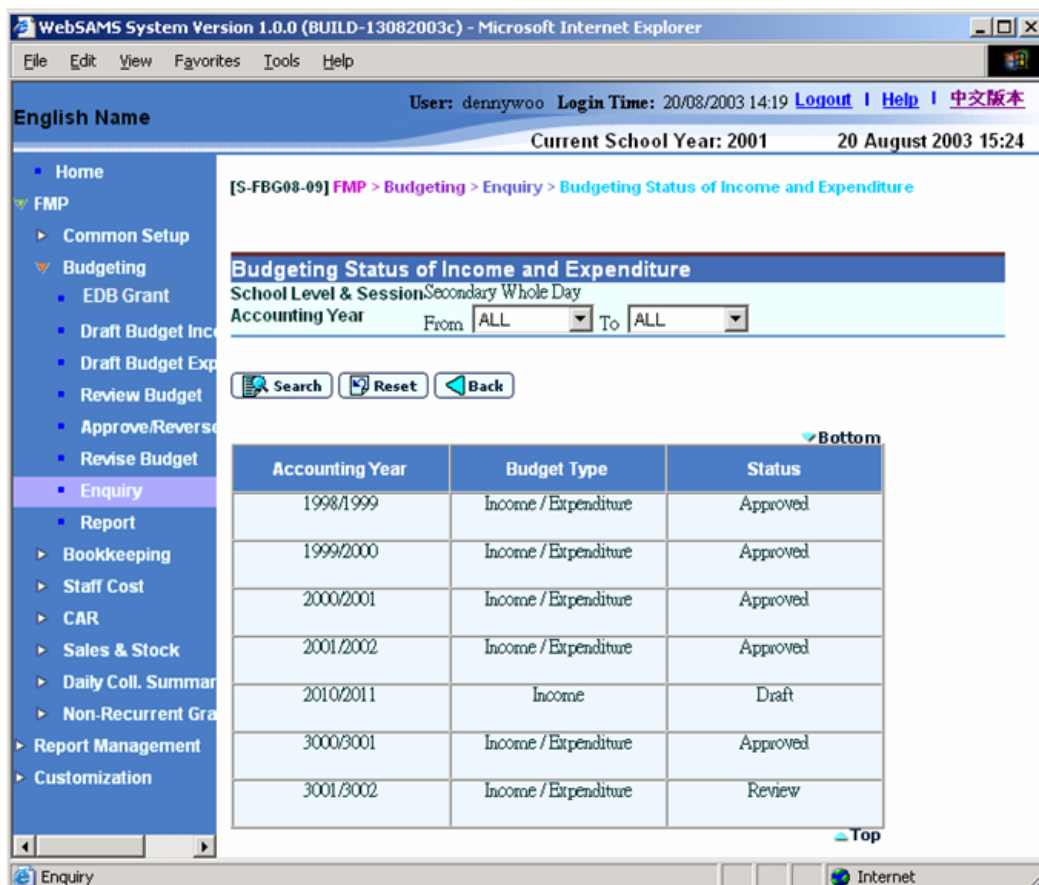
Post-effects

1. Budget status for both budget income and expenditure of the selected accounting year and school level / session will be changed to “Approved”.
2. Once the budget has been approved, users are not allowed to unfreeze and edit the budget. However, revision can be made in revise budget application.
3. Budget check will be performed in Bookkeeping and Staff Cost modules when saving unposted vouchers. Please refer to **FMP Bookkeeping – Budget Check** and **FMP Staff Cost – Payroll Voucher** user manual for detail information.
4. Audit trail under Common Setup Module will keep track of the “Approval” action.



Notes

1. After receiving the approval from School Management Committee (SMC), the Principal can proceed to approve the budgets using this function.
2. The system will ensure that both budget income and expenditure have been frozen before the budget can be approved. Any accounting year with outstanding budget (income / expenditure) pending for review and not yet frozen will not be included in the drop down list of the Accounting Year to be approved.
3. To facilitate the users to check the budget status and to ensure both Budget Income and Expenditure are frozen, it is recommended that users should enquire the “Budgeting Status of Income and Expenditure” by using the enquiry function (refer to Chapter 2.7).



- For schools with multiple school levels / sessions, users should approve budget for each of the school levels / sessions separately, e.g. for bi-sessional school, users can approve budget for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot approve budget for PM session or vice versa.

2.5.2 Reverse Budget Approval



Function Description

This function allows the Principal to reverse the budget approval on behalf of the School Management Committee (SMC) after receiving the endorsement from the SMC. Budget should only be reversed when the budget is found incorrect right after the budget has been approved. For future adjustment, users should revise the budget instead.



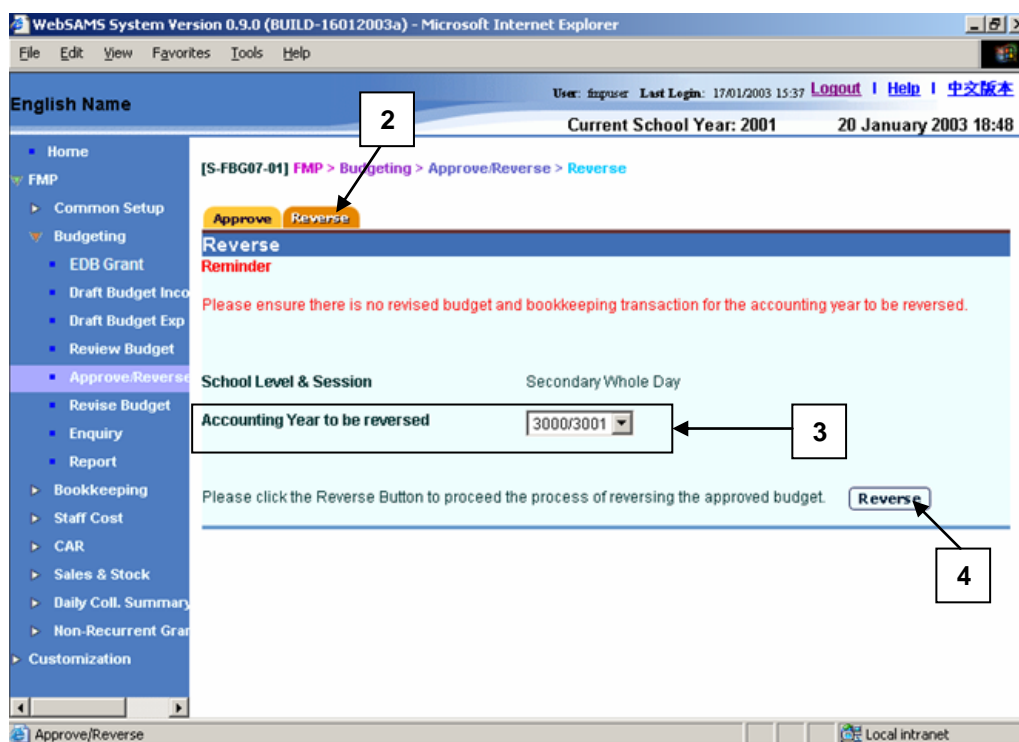
Pre-requisites

1. Approved Budget has not been revised and no unposted voucher has been created in the Bookkeeping / Staff Cost Modules.



User Procedures

1. Click **[FMP] → [Budgeting] → [Approve/Reverse]** from the left menu.
2. Click **[Reverse]** tab.
3. Select from the selection boxes **School Level / Session** and **Accounting Year to be Reversed**. Only approved school levels / session and accounting years will be listed.
4. Click **[Reverse]** button to reverse the approved budget year. If the approved budget has been revised, or unposted vouchers have been created after the budget has been approved, an error message will be prompted when users click **[Reverse]** button.





Post-effects

1. The approved budgets for the selected school level / session and accounting year will be reversed to “Freeze” status. Users can then review and unfreeze the budget for further amendment.
2. Audit trail under Common Setup Module will keep track of the “Reverse” action.



Notes

1. After modifying the budget (if required), users should follow the flow to approve the budget upon receiving endorsement from SMC.
2. For schools with multiple school levels / sessions, users should reverse budget for each of the school levels / sessions separately, e.g. for bi-sessional school, users can reverse budget for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot reverse budget income for PM session or vice versa.

2.6 Revise Budget

2.6.1 Revise Budget Income



Function Description

This function allows the users to revise an approved budget income. Users may edit any of the existing budget lines and add in new budget lines. “History of Revision to Budget Income and Expenditure” Report (R-FBG011-E) will capture all the revision history.

For schools with accounting year ending in March, the budget for April to March will be split into two periods April to August and September to March with the ratio of 5:7. Users may amend the default value of the 1st period and the amount for 1st and 2nd period will be used for generating reports by school years.



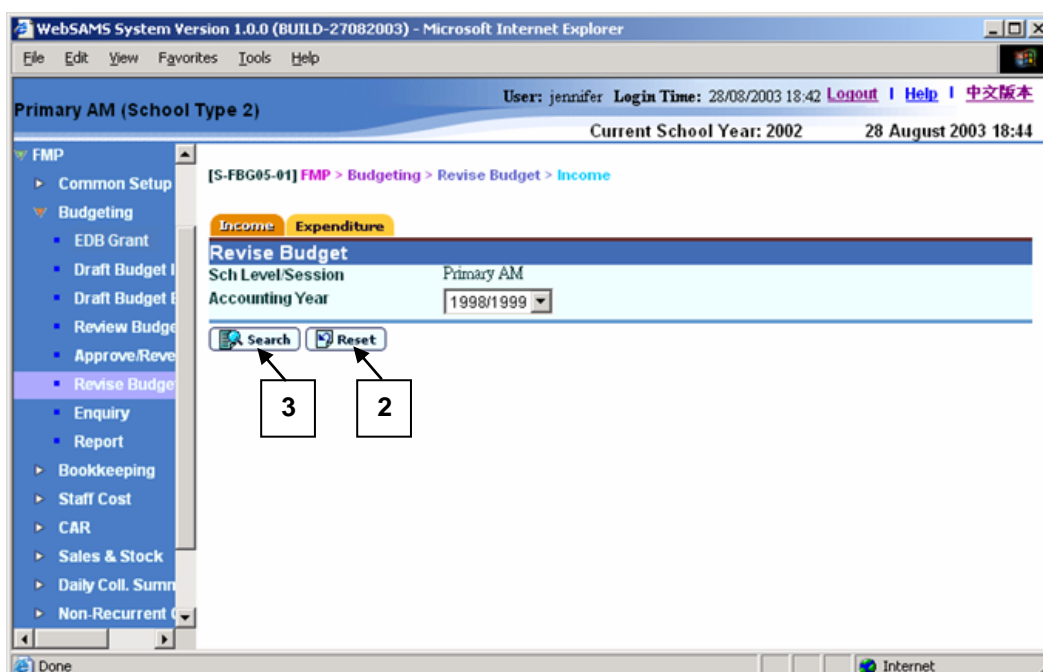
Pre-requisites

1. Endorsement must be received from School Management Committee (SMC) before the Principal or the school account clerk edits the budget.
2. The budget must be approved.

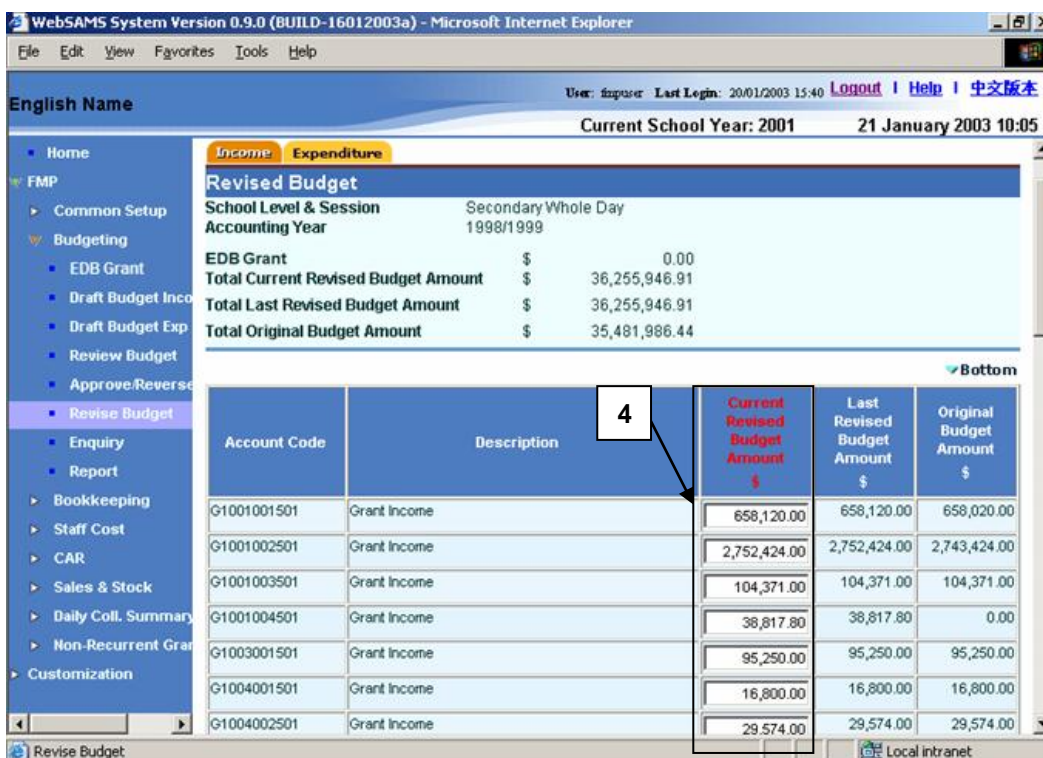


User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Revise Budget]** from the left menu.
2. School Level / Session and Accounting Year with approved budget will be listed. Select the **School Level / Session** and **Accounting Year**.
3. Click **[Search]** button.

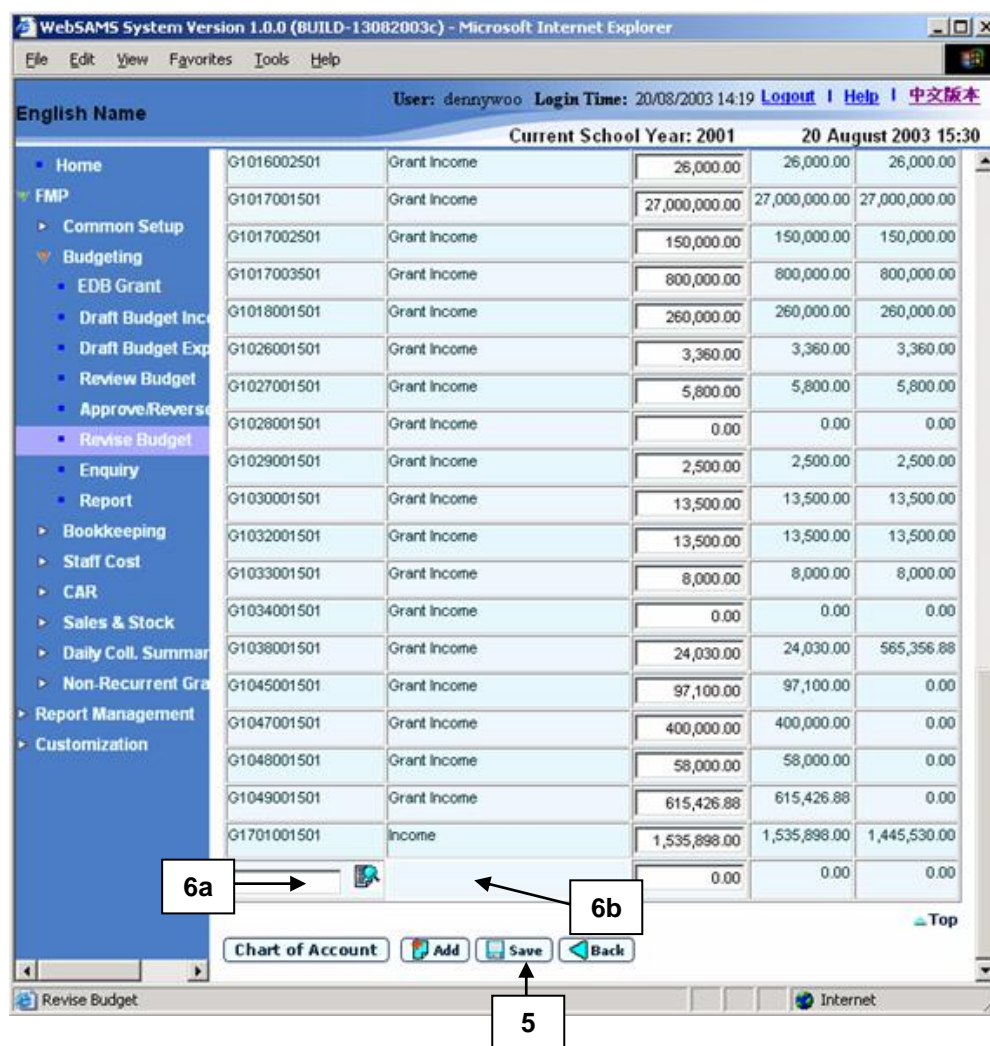


4. Enter the Revised Budget Amount into the Current Revised Budget Amount column. It must be greater than zero. Current Revised Budget Amount column displays the budget amount of the current revision of the approved budget. Last Revised Budget Amount column displays the last revised budget amount of the approved budget. Original Budget Amount column displays the original budget amount of the approved budget.

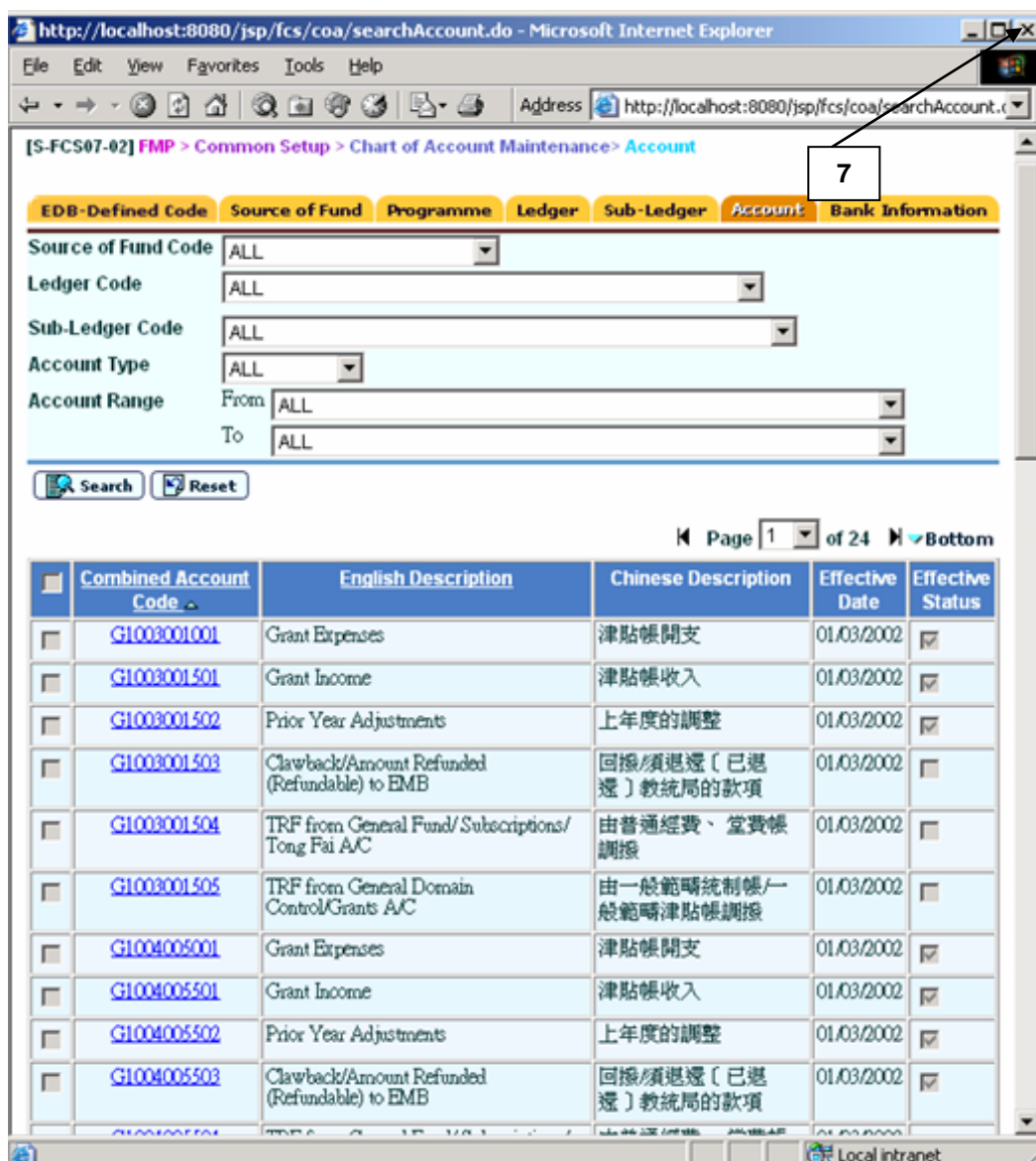


5. Click **[Add]** button to add a new budget line.

6. a) Users can enter an account code directly, or
 - b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the account code and return back to budget line input screen. Click **[Close]** to abort and return back to budget line input screen.



7. a) If the desired account code cannot be found, click **[Chart of Account]** button to maintain Chart of Account. Users can create a new account code or change the effective status of an account code by using this function. COA Maintenance window will pop up. No need to quit from filling in budget details. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information. A dump screen for the pop-up window is shown below.
- b) To exit from the COA maintenance, click the “cross” box at the top right hand corner.



7

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code ALL

Ledger Code ALL

Sub-Ledger Code ALL

Account Type ALL

Account Range From ALL To ALL

Search Reset

Page 1 of 24 Bottom

Combined Account Code	English Description	Chinese Description	Effective Date	Effective Status
G1003001001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1003001501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1003001502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1003001503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還(已退還)教統局的款項	01/03/2002	<input type="checkbox"/>
G1003001504	TRF from General Fund/Subscriptions/Tong Fai A/C	由普通經費、堂費帳調撥	01/03/2002	<input type="checkbox"/>
G1003001505	TRF from General Domain Control/Grants A/C	由一般範疇統制帳/一般範疇津貼帳調撥	01/03/2002	<input type="checkbox"/>
G1004005001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1004005501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1004005502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1004005503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還(已退還)教統局的款項	01/03/2002	<input checked="" type="checkbox"/>

8. Click **[Save]** button.
9. Click **[Back]** button to return back to Revise Budget Income search page without saving the record.

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: dennywoo Login Time: 20/08/2003 14:19 Logout | Help | 中文版本

English Name

Current School Year: 2001 20 August 2003 15:34

Account Code	Account Name	Original Budget	Current Revised Budget	Last Revised Budget
G1016001501	Grant Income	260,000.00	260,000.00	260,000.00
G1016002501	Grant Income	26,000.00	26,000.00	26,000.00
G1017001501	Grant Income	27,000,000.00	27,000,000.00	27,000,000.00
G1017002501	Grant Income	150,000.00	150,000.00	150,000.00
G1017003501	Grant Income	800,000.00	800,000.00	800,000.00
G1018001501	Grant Income	260,000.00	260,000.00	260,000.00
G1026001501	Grant Income	3,360.00	3,360.00	3,360.00
G1027001501	Grant Income	5,800.00	5,800.00	5,800.00
G1028001501	Grant Income	0.00	0.00	0.00
G1029001501	Grant Income	2,500.00	2,500.00	2,500.00
G1030001501	Grant Income	13,500.00	13,500.00	13,500.00
G1032001501	Grant Income	13,500.00	13,500.00	13,500.00
G1033001501	Grant Income	8,000.00	8,000.00	8,000.00
G1034001501	Grant Income	0.00	0.00	0.00
G1038001501	Grant Income	24,030.00	24,030.00	565,356.88
G1045001501	Grant Income	97,100.00	97,100.00	0.00
G1047001501	Grant Income	400,000.00	400,000.00	0.00
G1048001501	Grant Income	58,000.00	58,000.00	0.00
G1049001501	Grant Income	615,426.88	615,426.88	0.00
G1701001501	Income	1,535,898.00	1,535,898.00	1,445,530.00

Chart of Account Add Save Back

Revise Budget

8 9



Post-effects

1. The revised budget income will be saved as "Current Revised Budget".
2. "Last Revised Budget" will capture the amount of Current Revised Budget upon saving.



Notes

1. Please note that no deletion is allowed in Revise Budget function.
2. For ease of reference, the original budget amount and the last revised budget amount of each budget income account are shown on the screen.
3. For comparison purpose, the EDB grant, total current revised budget amount, total last revised budget amount and total original budget amount are also shown at the top of the screen.

4. For school with accounting period from April to March, the budget amount with its corresponding 1st and 2nd periods will also be displayed. The system will also automatically apportion the 1st period and 2nd period amount into 5:7 ratio by default once the current revised budget amount is entered. Users can revise the amount for the 1st period of Current Revised Budget Amount and the 2nd period will be calculated automatically. Please refer to the dump screen below:

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 20/08/2003 15:00 Logout | Help | 中文版本

English Name: Current School Year: 2001 20 August 2003 15:42

[S-FBG05-02] FMP > Budgeting > Revise Budget > Income

Income Expenditure

Revise Budget

Sch Level/Session: Primary AM
Accounting Year: 2011/2012

EDB Grant	\$	1,000,000.00
Total Current Revised Budget Amount	\$	29,460,457.36
Total Last Revised Budget Amount	\$	29,460,002.36
Total Original Budget Amount	\$	17,720,002.19

Bottom

Account Code	Description	Current Revised Budget Amount	Current Revised 1st Period	Current Revised 2nd Period	Last Revised Budget Amount	Original Budget Amount
G1003001501	Grant Income	455.00	0.00	455.00	455.00	0.00
G1004005501	Grant Income	6,000,000.50	2,500,000.21	3,500,000.29	6,000,000.50	6,000,000.50
G1004015501	Grant Income	860,000.33	400,000.00	460,000.33	860,000.33	860,000.33
G2024001551	Grant Income	4,000,000.00	1,666,666.67	2,333,333.33	4,000,000.00	860,000.96
G2068001501	Grant Income	1,200,000.63	500,000.26	700,000.37	1,200,000.63	0.00
G3011001501	Grant Income	6,000,000.00	2,500,000.00	3,500,000.00	6,000,000.00	1,000,000.00
G3011001551	Grant Income	2,400,000.50	2,000,000.23	400,000.27	2,400,000.50	0.00
K1700500551	Grant Income-Karina	9,000,000.40	3,750,000.17	5,250,000.23	9,000,000.40	9,000,000.40

Chart of Account Add Save Back

Local intranet

5. Budget can be prepared for more than one year. Users are also allowed to prepare a five-year budget forecast and print a "Five Year Forecast for Income and Expenditure Report" (R-FBG10-E).
6. For Draft Budget Income application, the system only allows users to enter Income Account Code.
7. Negative amount is not allowed.
8. Zero amounts can be captured in the budget input screens, but it will be filtered away in the enquiry screens and all Budgeting Reports.
9. After the budget has been revised, the current revised budget amount will be set to the last revised budget amount.
10. For schools with multiple school levels / sessions, users should revise budget income for each of the school levels / sessions separately, e.g. for bi-sessional school, users can revise budget income for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot revise budget income for PM session or vice versa.

2.6.2 Revise Budget Expenditure



Function Description

This function allows the users to revise approved budget expenditure. Users may edit any of the existing budget lines and add in new budget lines. “History of Revision to Budget Income and Expenditure” Report (R-FBG011-E) will capture all the revision history.

For schools with an accounting year ending in March, the budget for April to March will be split into two periods: April to August and September to March with a ratio of 5:7. Users may amend the default value of 1st period and the amount for 1st and 2nd period will be used for generating reports by school years.



Pre-requisites

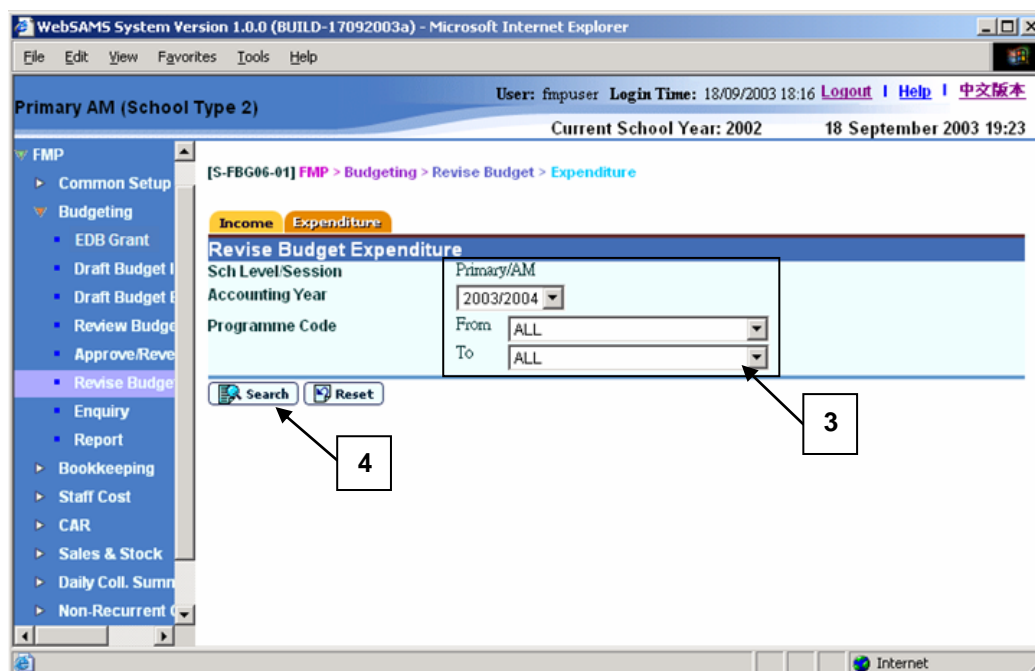
1. Endorsement must be received from School Management Committee (SMC) before the Principal or the school account clerk is allowed to edit the budget.
2. The budget must be approved.



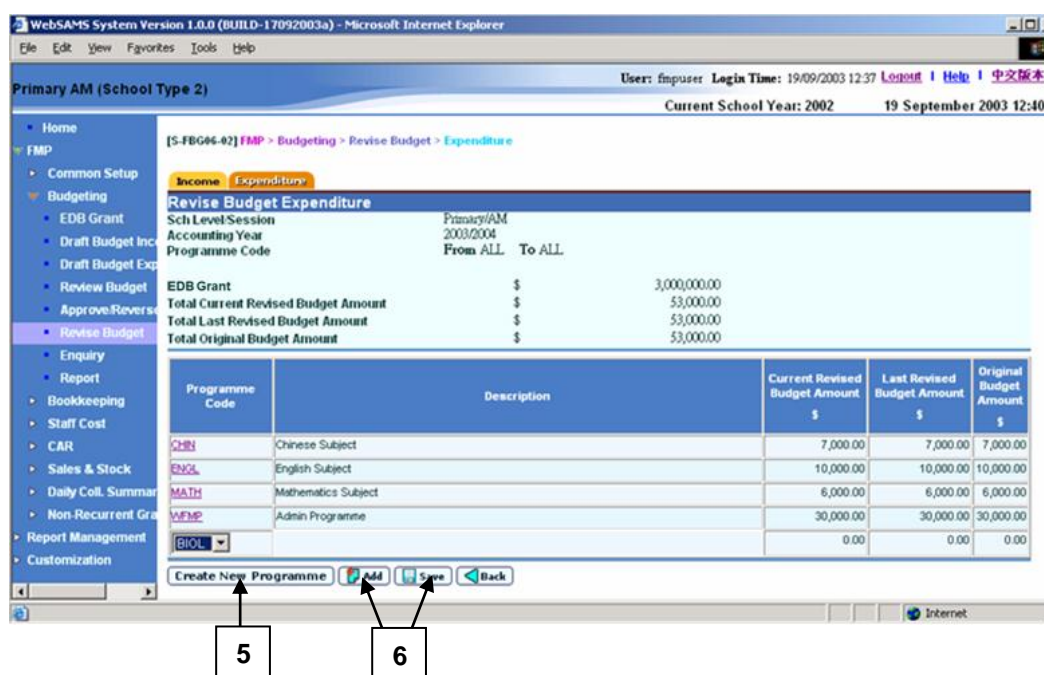
User Procedures

Programme Level

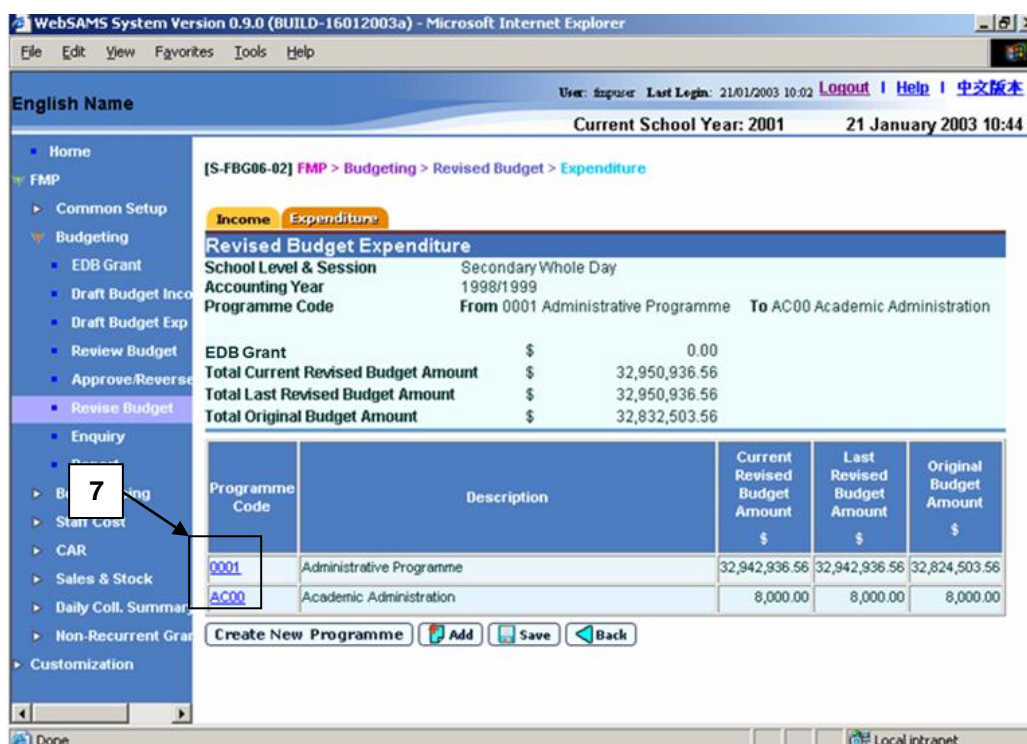
1. Click **[FMP]** → **[Budgeting]** → **[Revise Budget]** from the left menu.
2. Click **Expenditure** tab.
3. School Level / Session and Accounting Year with approved budget will be listed. Select the **School Level / Session** and **Accounting Year** and the **Programme Code** range.
4. Click **[Search]** button.



5. If the desired programme code cannot be found, click **[Create New Programme]** button to maintain programme. COA Maintenance window will pop up. Users can create a new programme code or changing the effective status of a programme code by using this function. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information.

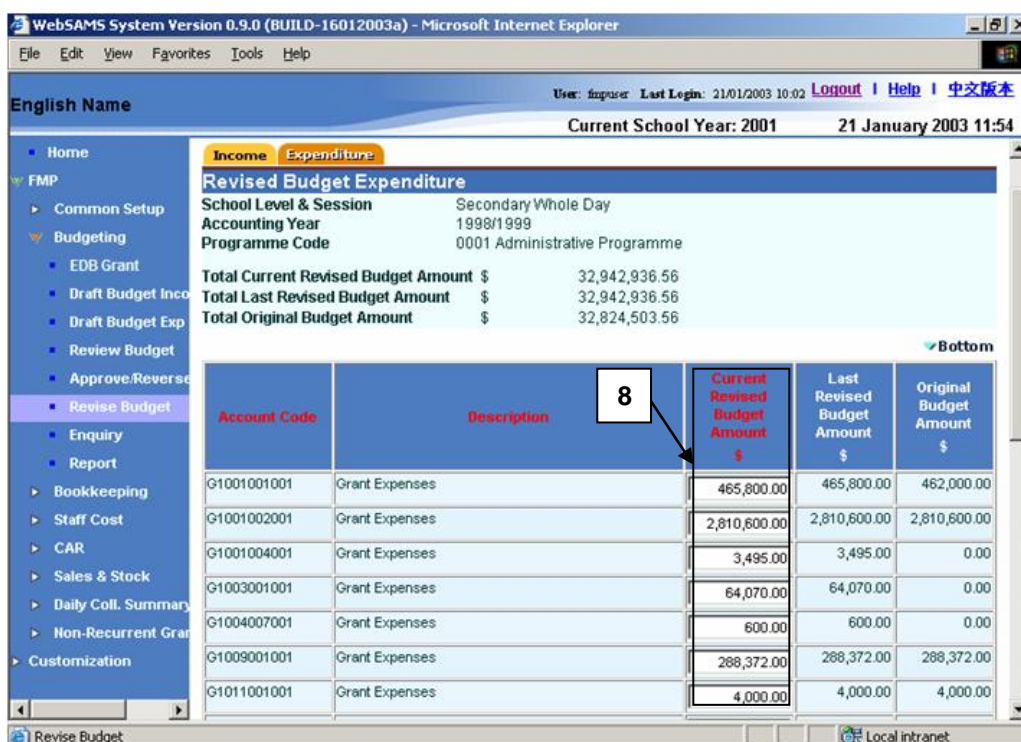


6. Click **[Add]** button to add a newly created programme and press the **[Save]** button.
7. Click on the **Programme Code** hyperlink to view the budget lines.



Account Code Level

- Enter the Revise Budget Amount into Current Revised Budget Amount column. It must be greater than zero. Current Revised Budget Amount column displays the budget amount of the current revision of the approved budget. Last Revised Budget Amount column displays the last revised budget amount of the approved budget. Original Budget Amount column displays the original budget amount of the approved budget.

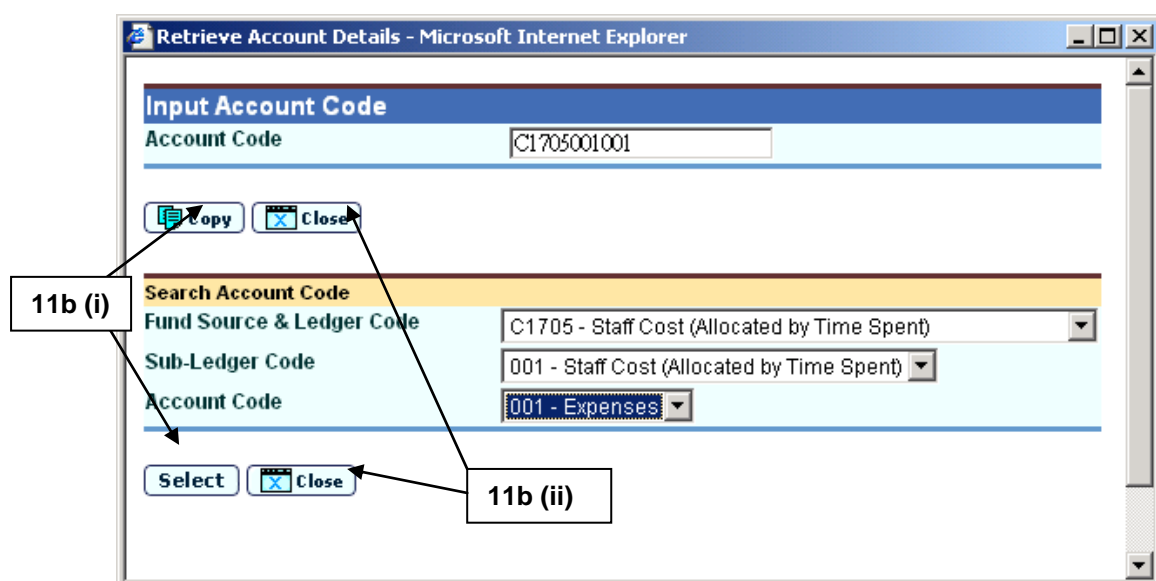
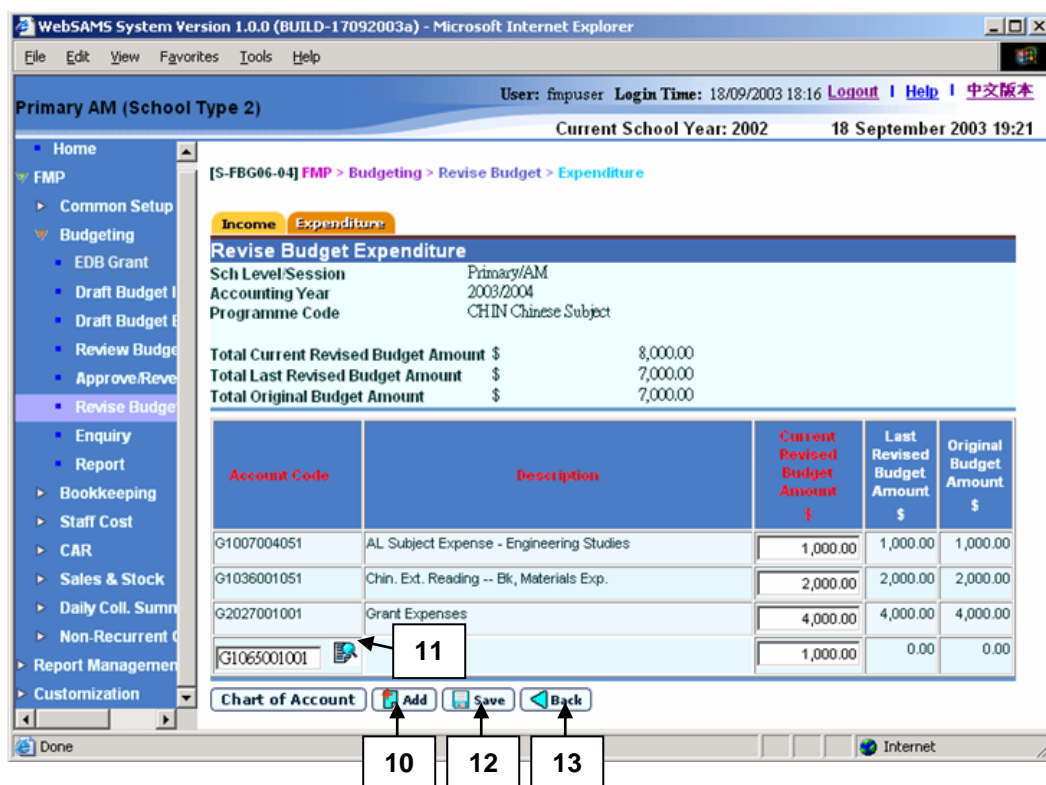


9. a) If the desired account code cannot be found, click **[Chart of Account]** button and the COA Maintenance window will pop up. Users can create a new account code or change the effective status of account code by using this function. The system allows the users to perform the Chart of Account function while remaining in the filling in of budget details function. Please refer to **FMP Common Setup – COA Maintenance** user manual for detail information. A dump screen for the pop-up window is shown below.
- b) To exit from the COA pop up window, click the “cross” box at the top right hand corner.

Combined Account Code	English Description	Chinese Description	Effective Date	Effective Status
G1003001001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1003001501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1003001502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1003001503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還(已退還)教統局的款項	01/03/2002	<input type="checkbox"/>
G1003001504	TRF from General Fund/Subscriptions/Tong Fai A/C	由普通經費、堂費帳調撥	01/03/2002	<input type="checkbox"/>
G1003001505	TRF from General Domain Control/Grants A/C	由一般範疇統制帳/一般範疇津貼帳調撥	01/03/2002	<input type="checkbox"/>
G1004005001	Grant Expenses	津貼帳開支	01/03/2002	<input checked="" type="checkbox"/>
G1004005501	Grant Income	津貼帳收入	01/03/2002	<input checked="" type="checkbox"/>
G1004005502	Prior Year Adjustments	上年度的調整	01/03/2002	<input checked="" type="checkbox"/>
G1004005503	Clawback/Amount Refunded (Refundable) to EMB	回撥/須退還(已退還)教統局的款項	01/03/2002	<input checked="" type="checkbox"/>

10. Click **[Add]** button to add a new budget line.
11. a) Users can enter an account code directly, or
- b) Users can click the search picture next to **Account Code** text box to search and copy an account code from the pop-up screen.
- (i) Click **[Copy]** or **[Select]** button to copy the account code and return back to budget line input screen.

(ii) Click **[Close]** to abort and return back to budget line input screen.



12. Click **[Save]** button.

13. Click **[Back]** button to go back to the Revise Budget Expenditure Screen (i.e. programme level.)



Post-effects

1. The revised budget expenditure will be saved as “Current Revised Budget”.
2. “Last Revised Budget” will capture Current Revised Budget upon saving.



Notes

1. Please note that no deletion is allowed in Revise Budget Expenditure.
2. For ease of reference, the original budget amount and the last revised budget amount of each programme are shown on the screen.
3. For comparison purpose, the EDB grant, total current revised budget amount, total last revised budget amount and total original budget amount are also shown at the top of the screen.
4. For school with accounting period April to March, budget amount split into 1st and 2nd periods will also be displayed. The system will also automatically apportion the 1st period and 2nd period amount into 5:7 ratio by default if current revised budget amount is entered. Users can revise the amount for the 1st period of Current Revised Budget Amount and the 2nd period will be calculated automatically. Please refer to the dump screen below.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 28/08/2003 19:22 Logout Help 中文版本

English Name Current School Year: 2001 28 August 2003 19:24

[S-FBG06-04] FMP > Budgeting > Revise Budget > Expenditure

Income Expenditure

Revise Budget Expenditure

Sch Level/Session Primary AM
Accounting Year 2011/2012
Programme Code WFMP Admin Programme

Total Current Revised Budget Amount \$ 20,460,001.96
Total Last Revised Budget Amount \$ 20,460,001.96
Total Original Budget Amount \$ 8,720,001.79

Account Code	Description	Current Revised Budget Amount	Current Revised 1st Period	Current Revised 2nd Period	Last Revised Budget Amount	Original Budget Amount
G1004005001	Grant Expenses	6,000,000.50	2,500,000.21	3,500,000.29	6,000,000.50	6,000,000.50
G1004015001	Grant Expenses	860,000.33	400,000.00	460,000.33	860,000.33	860,000.33
G2024001001	Grant Expenses	4,000,000.00	1,666,666.67	2,333,333.33	4,000,000.00	860,000.96
G2068001001	Grant Expenses	1,200,000.63	500,000.26	700,000.37	1,200,000.63	0.00
G3011001001	Grant Expenses	6,000,000.00	2,500,000.00	3,500,000.00	6,000,000.00	1,000,000.00
G3011001051	Grant Expenses	2,400,000.50	2,000,000.23	400,000.27	2,400,000.50	0.00

Chart of Account Add Save Back

5. Budget can be prepared for more than one year. Users are allowed to prepare the Five Years Forecast of the budget and print a Five-Year Forecast for Income and Expenditure (R-FBG010-E).
6. The system only allows users to input expenditure account code.

7. Negative amount is not allowed.
8. Zero amounts can be captured in the budget input screens, but it will be filtered away in the enquiry screens and all Budgeting Reports.
9. After the budget had been revised, the current revised budget amount will be set to the last revised budget amount.
10. For schools with multiple school levels / sessions, users should revise budget expenditure for each of the school levels / sessions separately, e.g. for bi-sessional school, users can revise budget expenditure for AM session and PM session separately. For schools with one server two WebSAMS or two servers two WebSAMS, users in AM session cannot revise budget expenditure for PM session or vice versa.

2.7 Enquiry

2.7.1 Budget and Receipts

Function Description

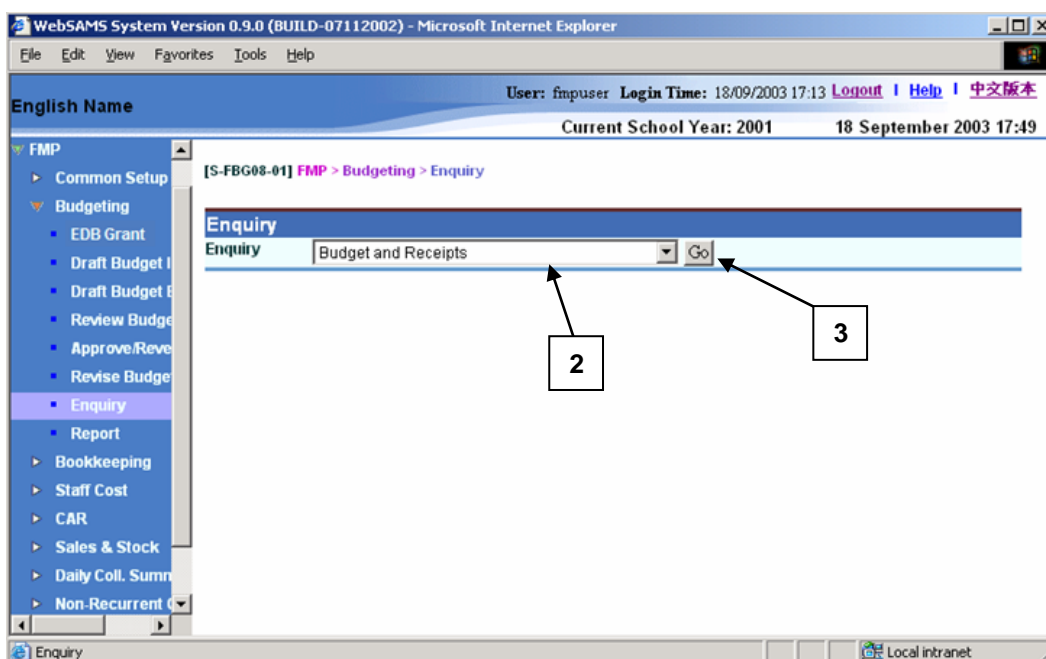
The Budget and Receipts function will list out and compare all the budget income against the receipts by selecting the School Level / Session and Accounting Year. Receipts comprise of all the unposted and posted vouchers within the selected accounting year.

Pre-requisites

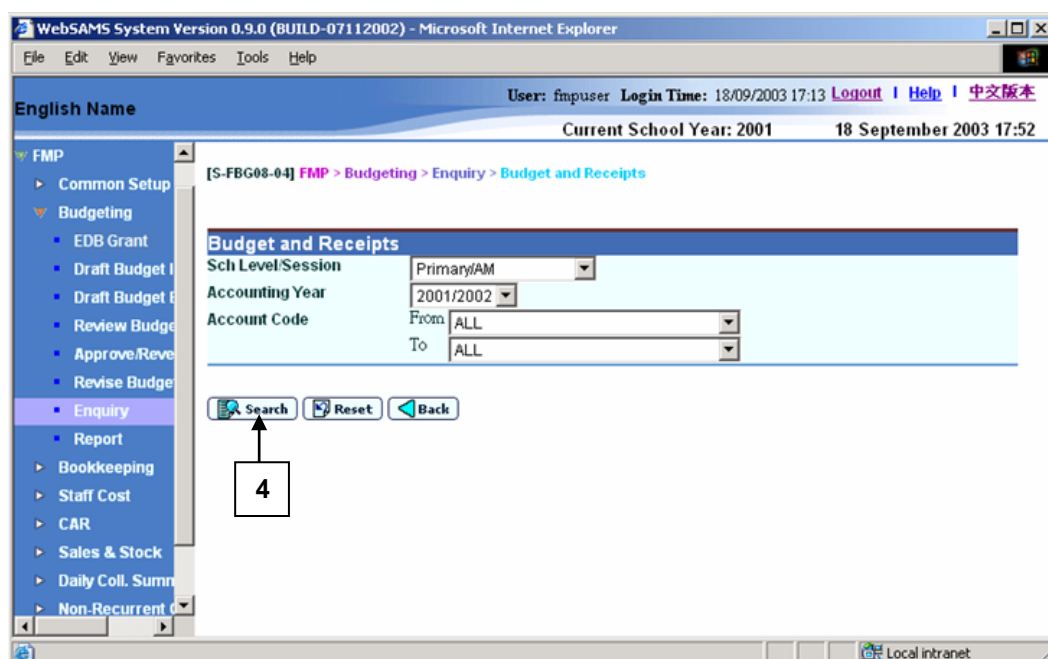
1. Budget has been prepared or unposted vouchers have been created in Bookkeeping / Staff Cost Modules.

User Procedures

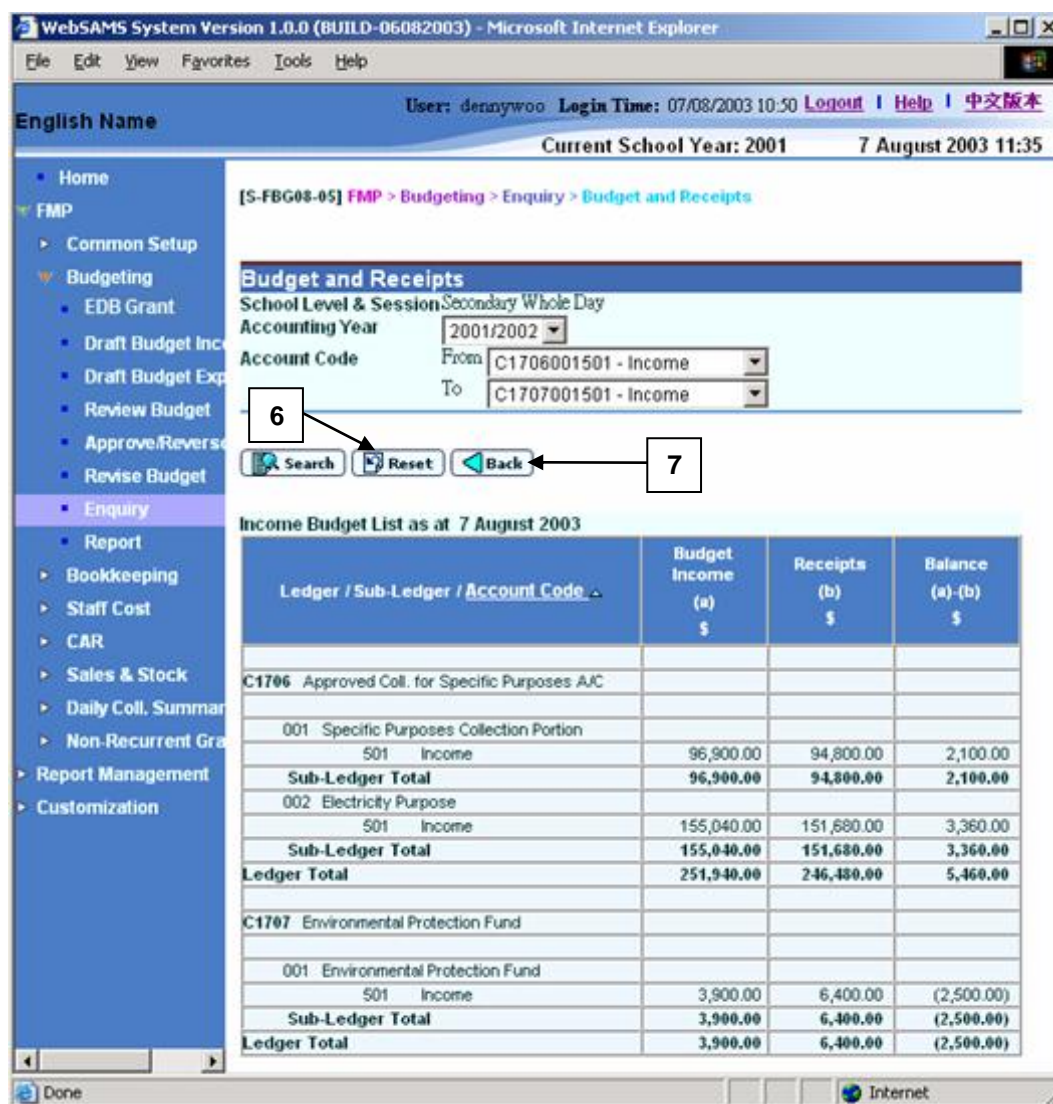
1. Click **[FMP]** → **[Budgeting]** → **[Enquiry]** from the left menu.
2. Select “Budget and Receipts”.
3. Click **[Go]** button.



4. Enter the search criteria, click **[Search]** button.



5. The details will be shown.
6. Click **[Reset]** button to reset the search criteria to default options.
7. Click **[Back]** button to go back to the enquiry menu page.



Post-effects

1. It will list out and compare all the budget income against the receipts of the selected School Level / Session and Accounting Year.



Notes

1. If it is a Bi-sessional or Through Train School, the users can select the School Level / Session from the selection criteria.
2. The account will be filtered away if the budget amount is zero and no unposted voucher has been created.
3. For school with accounting period from April to March, two more columns will be shown to display the corresponding 1st and 2nd period budget (i.e. April to August and September to March respectively).

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 20/08/2003 15:00 Logout | Help | 中文版本

English Name Current School Year: 2001 20 August 2003 17:20

[S-FBG08-05] FMP > Budgeting > Enquiry > Budget and Receipts

Budget and Receipts

School Level & Session: Primary AM

Accounting Year: 2001/2002

Account Code: From ALL To ALL

Search Reset Back

Income Budget List as at 20 August 2003

Ledger / Sub-Ledger / Account Code	1st Period	2nd Period	Budget Income (a)	Receipts (b)	Balance (a)-(b)
	\$	\$	\$	\$	\$
G1004 Curriculum Development Grant A/C					
005 Technical Subjects					
501 Grant Income	2,500,000.21	3,500,000.29	6,000,000.50	0.00	6,000,000.50
Sub-Ledger Total	2,500,000.21	3,500,000.29	6,000,000.50	0.00	6,000,000.50
015 Activity Approach (Non-recurrent Grant)					
501 Grant Income	400,000.00	460,000.33	860,000.33	0.00	860,000.33
Sub-Ledger Total	400,000.00	460,000.33	860,000.33	0.00	860,000.33
Ledger Total	2,900,000.21	3,960,000.62	6,860,000.83	0.00	6,860,000.83
G2024 Activity Approach (Recurrent Grant) A/C					
001 Activity Approach (Recurrent Grant)					
551 Grant Income	358,333.73	501,667.23	860,000.96	0.00	860,000.96
Sub-Ledger Total	358,333.73	501,667.23	860,000.96	0.00	860,000.96
Ledger Total	358,333.73	501,667.23	860,000.96	0.00	860,000.96

Done Local intranet

2.7.2 Budget and Committed Amount



Function Description

The Budget and Committed Amount function will list out and compare all the budget expenditure against the committed amount by selecting the School Level / Session and Accounting Year. Committed amount comprises of unposted and posted vouchers.



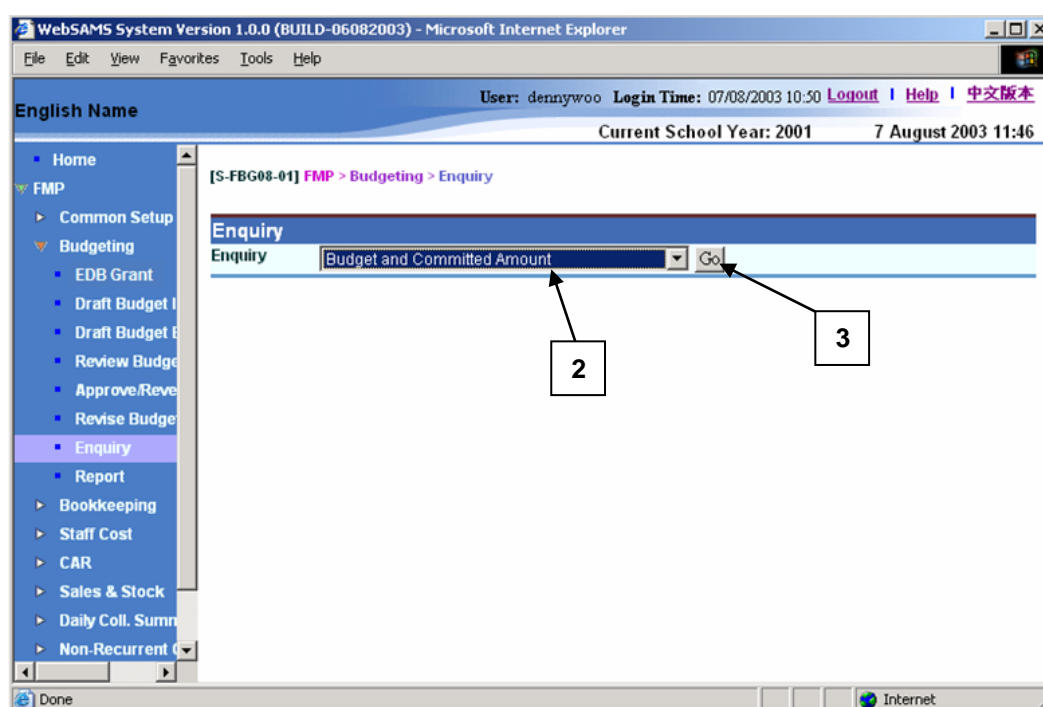
Pre-requisites

1. The budget has been prepared or unposted vouchers have been created in Bookkeeping / Staff Cost Modules.

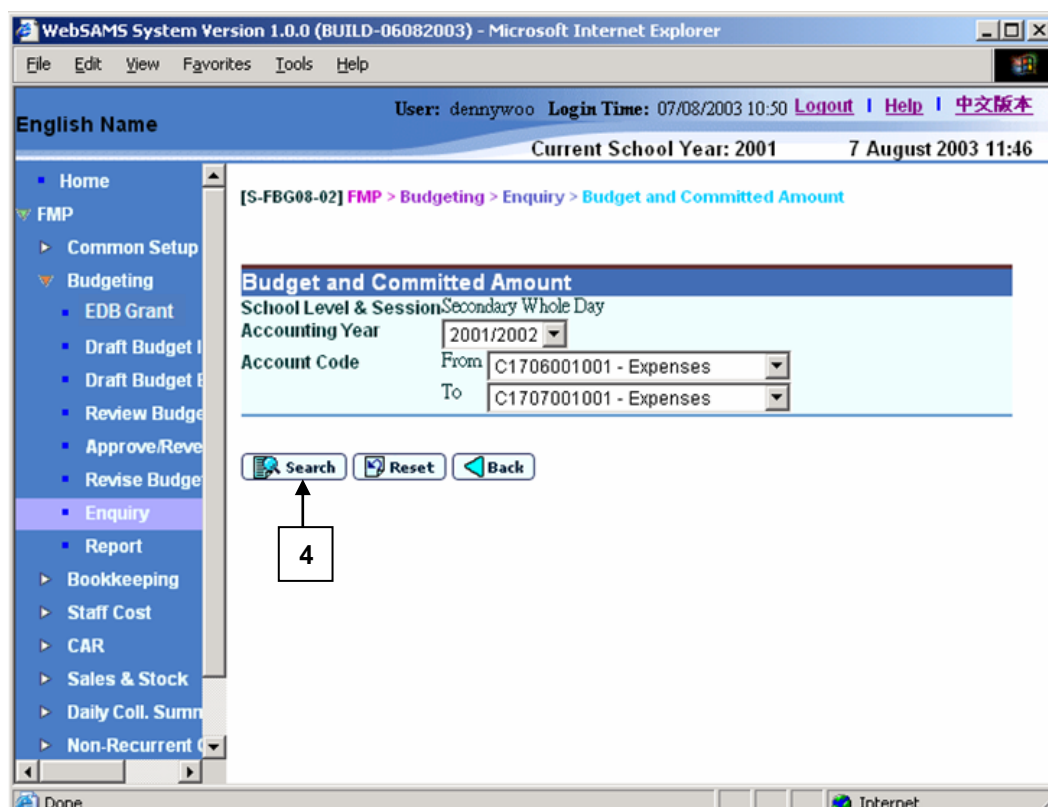


User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Enquiry]** from the left menu.
2. Select "Budget and Committed Amount".
3. Click **[Go]** button.



4. Enter the search criteria, click **[Search]** button.



5. The details will be shown.

6. Click **[Reset]** button to reset the search criteria to default options.

7. Click **[Back]** button to go back to the enquiry menu page.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: dennywoo Login Time: 07/08/2003 10:30 Logout | Help | 中文版本

English Name

Current School Year: 2001 7 August 2003 11:47

[S-FBG08-03] FMP > Budgeting > Enquiry > Budget and Committed Amount

Budget and Committed Amount

School Level & Session: Secondary Whole Day

Accounting Year: 2001/2002

Account Code: From C1706001001 - Expenses To C1707001001 - Expenses

6 Search Reset Back 7

Expenditure Budget List as at 7 August 2003

Ledger / Sub-Ledger / Account Code	Budget Expenditure (a) \$	Committed Amount (b) \$	Balance (a)-(b) \$
C1706 Approved Coll. for Specific Purposes A/C			
001 Specific Purposes Collection Portion			
001 Expenses	96,900.00	102,405.00	(5,505.00)
Sub-Ledger Total	96,900.00	102,405.00	(5,505.00)
002 Electricity Purpose			
001 Expenses	155,040.00	16,352.10	138,687.90
Sub-Ledger Total	155,040.00	16,352.10	138,687.90
Ledger Total	251,940.00	118,757.10	133,182.90
C1707 Environmental Protection Fund			
001 Environmental Protection Fund			
001 Expenses	2,500.00	3,939.70	(1,439.70)
Sub-Ledger Total	2,500.00	3,939.70	(1,439.70)
Ledger Total	2,500.00	3,939.70	(1,439.70)



Post-effects

1. It will list out and compare all the budget expenditure against the committed expenditure of the selected School Level / Session, Accounting Year.



Notes

1. If it is a Bi-sessional or Through Train School, the users can select the School Level / Session from the selection criteria.
2. The account will not be displayed if the budget amount is zero and no unposted or posted voucher has been created.
3. For school with accounting period from April to March, two more columns will be shown to display the corresponding 1st and 2nd period amount (i.e. April to August and September to March respectively).

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 20/08/2003 15:00 Logout | Help | 中文版本

Current School Year: 2001 20 August 2003 17:20

[S-FBG08-03] FMP > Budgeting > Enquiry > Budget and Committed Amount

Budget and Committed Amount

School Level & Session: Primary AM

Accounting Year: 2001/2002

Account Code: From ALL To ALL

Search Reset Back

Expenditure Budget List as at 20 August 2003

Ledger / Sub-Ledger / Account Code	1st Period	2nd Period	Budget Expenditure (a)	Committed Amount (b)	Balance (a)-(b)
	\$	\$	\$	\$	\$
G1003 Approved Coll. for Specific Purposes A/C					
001 Approved Collection					
001 Grant Expenses	0.00	0.00	0.00	251,000.95	(251,000.95)
Sub-Ledger Total	0.00	0.00	0.00	251,000.95	(251,000.95)
Ledger Total	0.00	0.00	0.00	251,000.95	(251,000.95)
G1004 Curriculum Development Grant A/C					
005 Technical Subjects					
001 Grant Expenses	2,500,000.21	3,500,200.29	6,000,200.50	0.00	6,000,200.50
Sub-Ledger Total	2,500,000.21	3,500,200.29	6,000,200.50	0.00	6,000,200.50
015 Activity Approach (Non-recurrent Grant)					
001 Grant Expenses	400,000.00	460,000.33	860,000.33	0.00	860,000.33
Sub-Ledger Total	400,000.00	460,000.33	860,000.33	0.00	860,000.33
Ledger Total	2,900,000.21	3,960,200.62	6,860,200.83	0.00	6,860,200.83

2.7.3 Budget Income and Expenditure by Sub-Ledger



Function Description

The Budget Income and Expenditure by Sub-Ledger will list out and compare all the budget income against expenditure at the sub-ledger level. The search result can be defined by selecting a combination of School Level / Session, accounting year, version (Draft / Approved / Revised), ledger code range and sub-ledger code range.



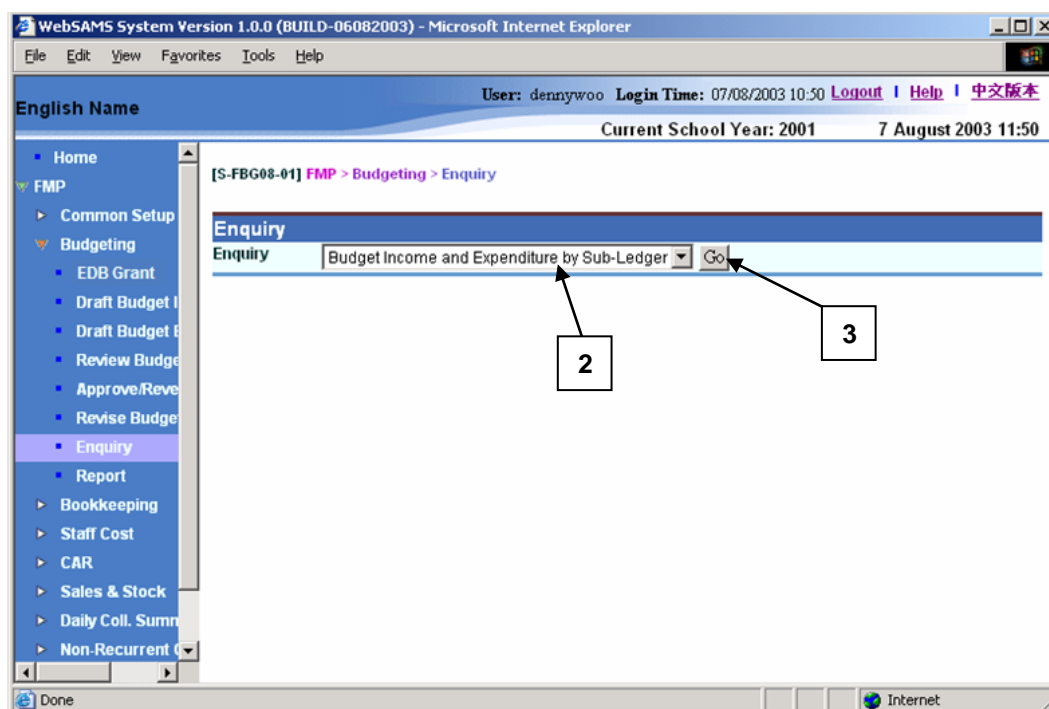
Pre-requisites

1. Budget has been prepared or vouchers have been created.

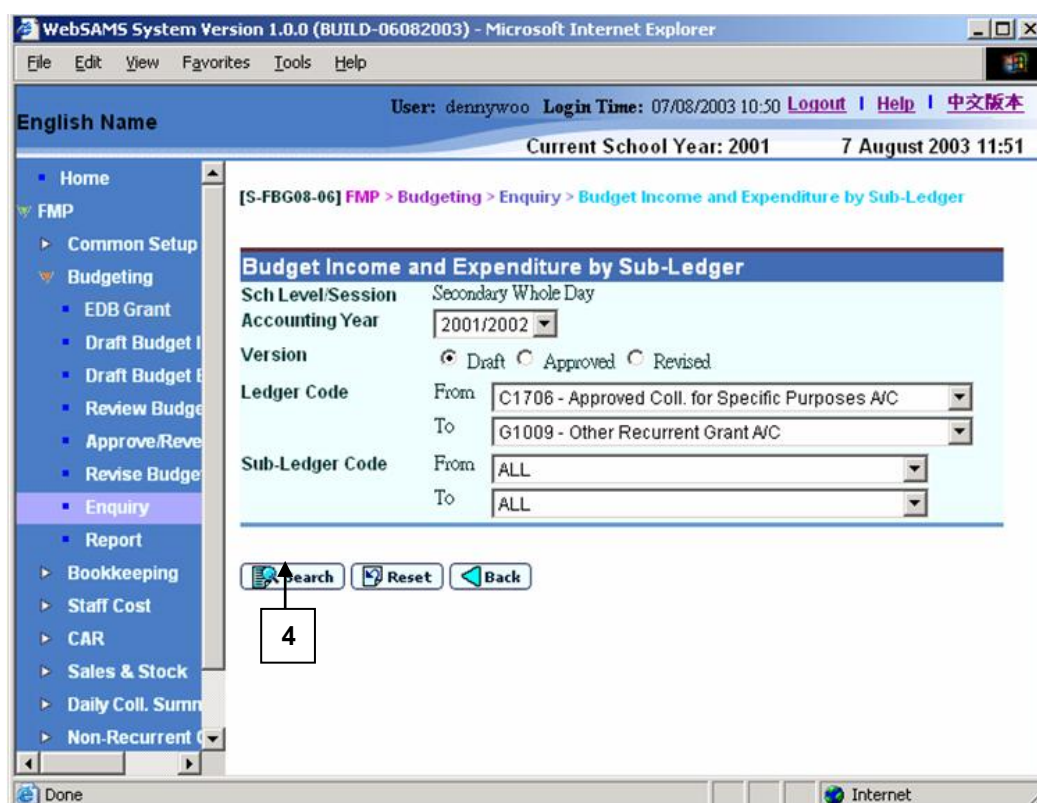


User Procedures

1. Click **[FMP]** → **[Budgeting]** → **[Enquiry]** from the left menu.
2. Select the enquiry of Budget Income and Expenditure by Sub-Ledger.
3. Click **[Go]** button.



4. Enter the search criteria, click **[Search]** button.



5. The details will be shown.

6. Click **[Reset]** button to reset the search criteria to default options.

7. Click **[Back]** button to go back to the enquiry menu page.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: dennywoo Login Time: 07/08/2003 10:50 Logout | Help | 中文版本

English Name

Current School Year: 2001 7 August 2003 11:52

Accounting Year: 2001/2002

Version: ☒ Draft ☐ Approved ☐ Revised

Ledger Code: From: C1706 - Approved Coll. for Specific Purposes A/C To: G1009 - Other Recurrent Grant A/C

Sub-Ledger Code: From: ALL To: ALL

6

7

Search Reset Back

Ledger Code / Sub-Ledger Code	Income (a) \$	Expenditure (b) \$	Difference (a)-(b) \$
C1706 Approved Coll. for Specific Purposes A/C			
001 Electricity Purpose	96,900.00	158,800.00	(61,900.00)
002 Specific Purposes Collection Portion	155,040.00	155,040.00	0.00
Ledger Total	251,940.00	313,840.00	(61,900.00)
C1707 Environmental Protection Fund			
001 Environmental Protection Fund	0.00	2,500.00	(2,500.00)
Ledger Total	0.00	2,500.00	(2,500.00)
G1001 Block Grant A/C			
004 Substitute Teacher (#)	40,000.00	20,000.00	20,000.00
Ledger Total	40,000.00	20,000.00	20,000.00
G1009 Other Recurrent Grant A/C			
001 Other Recurrent	270,000.00	270,000.00	0.00
Ledger Total	270,000.00	270,000.00	0.00



Post-effects

1. It will list out all the budget income against expenditure for easy comparison. The search result can be defined through a combination of criteria such as School Level / Session, accounting year, version (Draft / Approved / Revised), ledger code range and sub-ledger code range.



Notes

1. If it is a Bi-sessional or Through Train School, the users can select the School Level / Session from the selection criteria.
2. The Sub-Ledger will not be displayed if the budget amount is zero and the summation of all the unposted and posted vouchers is zero.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 20/08/2003 15:00 Logout | Help | 中文版本

Current School Year: 2001 20 August 2003 17:20

[S-FBG08-07] FMP > Budgeting > Enquiry > Budget Income and Expenditure by Sub-Ledger

Budget Income and Expenditure by Sub-Ledger

Sch Level/Session: Primary AM

Accounting Year: 2001/2002

Version: ☒ Draft ☐ Approved ☐ Revised

Ledger Code: From: ALL To: ALL

Sub-Ledger Code: From: ALL To: ALL

Search Reset Back

Ledger Code - / Sub-Ledger Code	Income (a) \$	Expenditure (b) \$	Difference (a)-(b) \$
G1004 Curriculum Development Grant A/C			
005 Technical Subjects	6,000,000.50	6,000,200.50	(200.00)
015 Activity Approach (Non-recurrent Grant)	860,000.33	860,000.33	0.00
Ledger Total	6,860,000.83	6,860,200.83	(200.00)
G1009 Other Recurrent Grant A/C			
001 Other Recurrent	0.00	100.00	(100.00)
Ledger Total	0.00	100.00	(100.00)
G2024 Activity Approach (Recurrent Grant) A/C			
001 Activity Approach (Recurrent Grant)	860,000.96	860,000.96	0.00
Ledger Total	860,000.96	860,000.96	0.00

Local intranet

2.7.4 Budgeting Status of Income and Expenditure



Function Description

The Budgeting status of Income and Expenditure will list out the budgeting status for each accounting year that falls within the selected accounting years range.



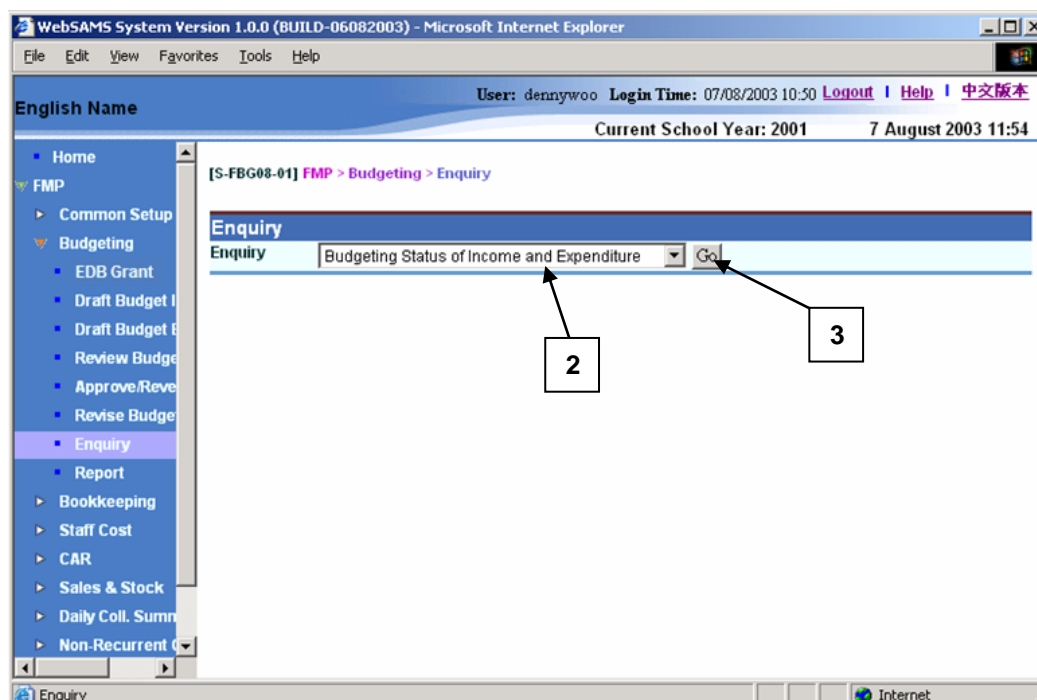
Pre-requisites

1. Budget has been prepared.

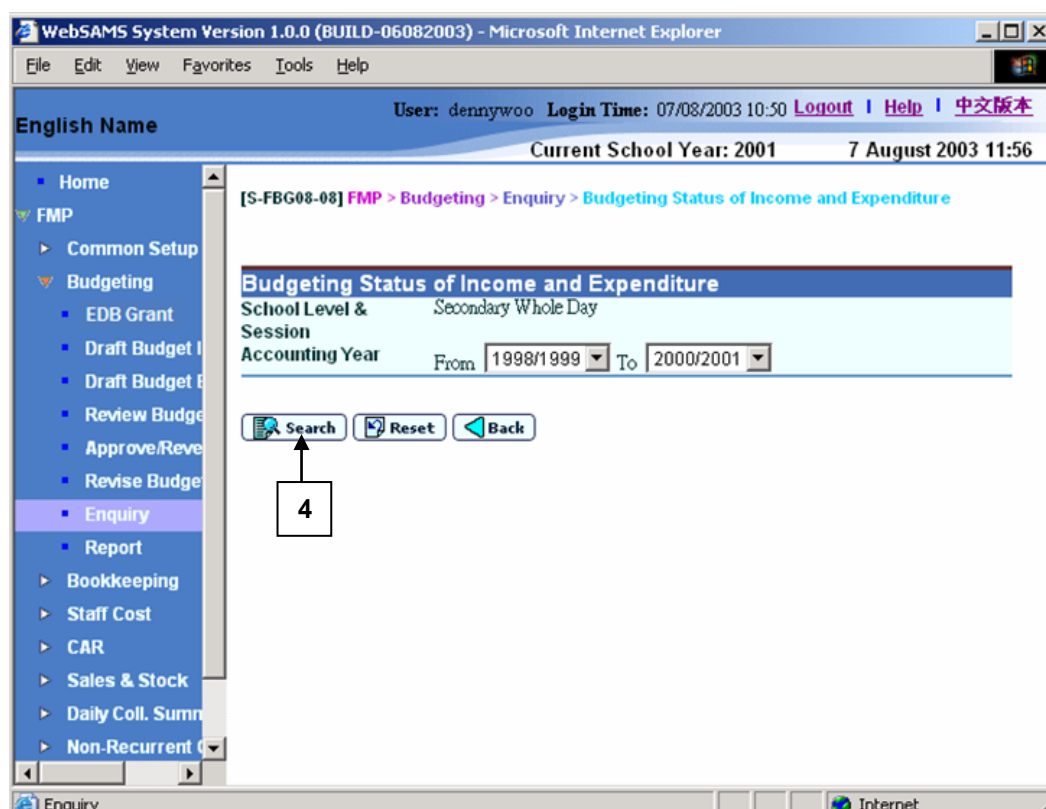


User Procedures

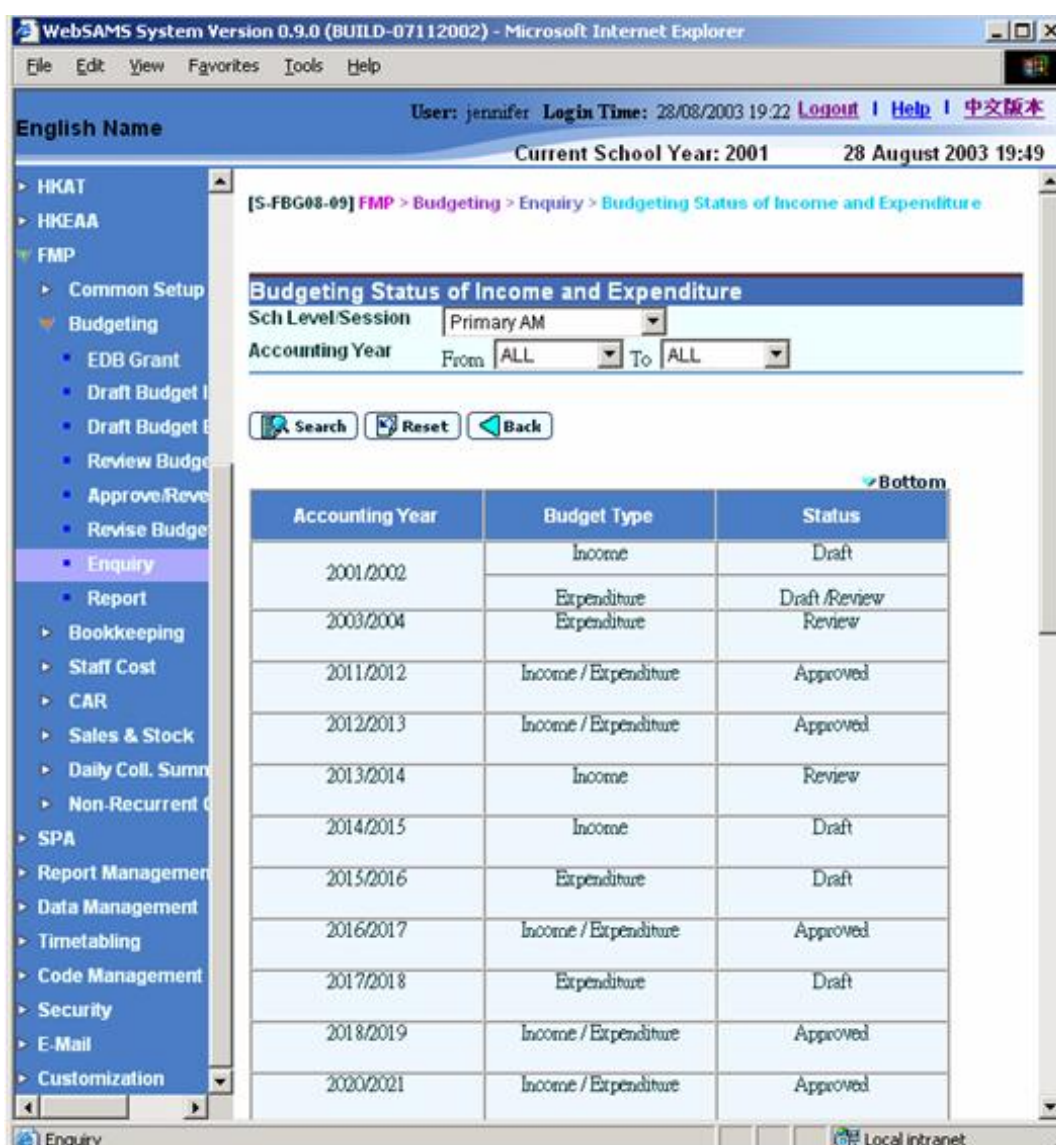
1. Click **[FMP]** → **[Budgeting]** → **[Enquiry]** from the left menu.
2. Select the enquiry of Budget Status of Income and Expenditure.
3. Click **[Go]** button.



4. Enter the search criteria, click **[Search]** button.



5. The details will be shown.
6. Click **[Reset]** button to reset the search criteria to default options.
7. Click **[Back]** button to go back to the enquiry menu page.



Post-effects

1. It will list out the budgeting status according to the selected accounting year range. The budget status will be grouped by accounting year and budget type (Income / Expenditure). Expenditure budget may have more than one budget status in a particular School Level / Session and Account Year since users can draft, submit and freeze expenditure programmes individually.



Notes

1. If it is a Bi-sessional or Through Train School, users can select School Level / Session from the selection criteria.

2.8 Report

2.8.1 Generate Report



Function Description

Users can generate the Budgeting reports through this report function. “All categories” list contains all the reports available under the Budgeting module. These reports are further grouped separately into different categories according to number of school level / session and accounting period.

Users can view the reports for the following categories:

- Budgeting Report by Accounting Year
- Consolidated Report by Accounting Year
- Consolidated School Level Report by Accounting Year
- Budgeting Report by School Year (Accounting Period from April to March)
- Consolidated Report by School Year (Accounting Period from April to March)
- Consolidated School Level Report by School Year (Accounting Period from April to March)
- School Plan by School Year



Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.



User Procedures

1. Click **[FMP] → [Budgeting] → [Report]** from the left menu.
2. Users can select another category and language. All reports under the selected category will be displayed.
3. Click on the Report Name (ID) link and the list of built-in and user-defined report templates are displayed.

SR2 Through Train School

User: super1 Login Time: 14/09/2011 17:09 Logout | Help | 中文版本

Current School Year: 2010 14 September 2011 17:10

[S-FBG09-01] FMP > Budgeting > Report

Category: FBG - Budgeting Report by Accounting Year

Language: ☒ English ☐ Chinese

Report Name (ID) Link

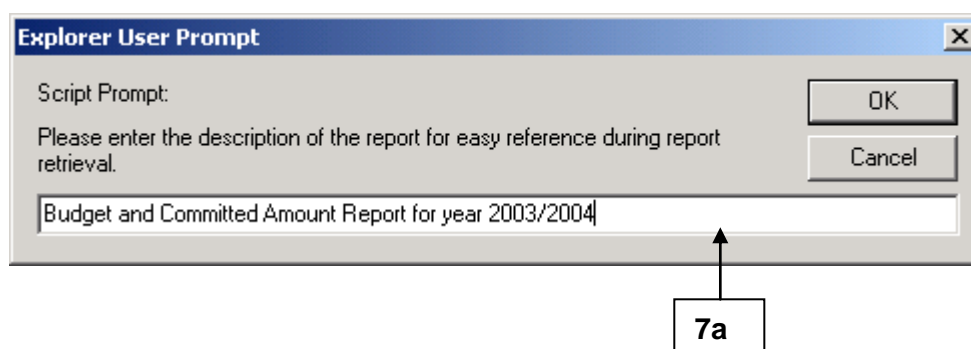
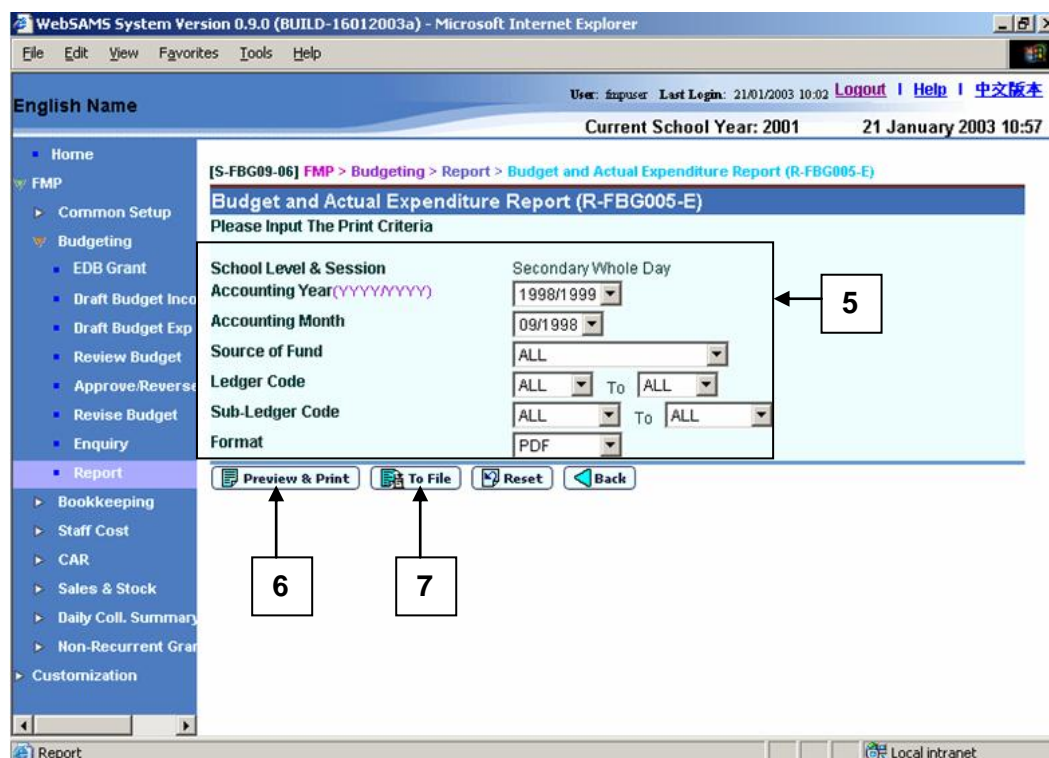
Report Name (ID)

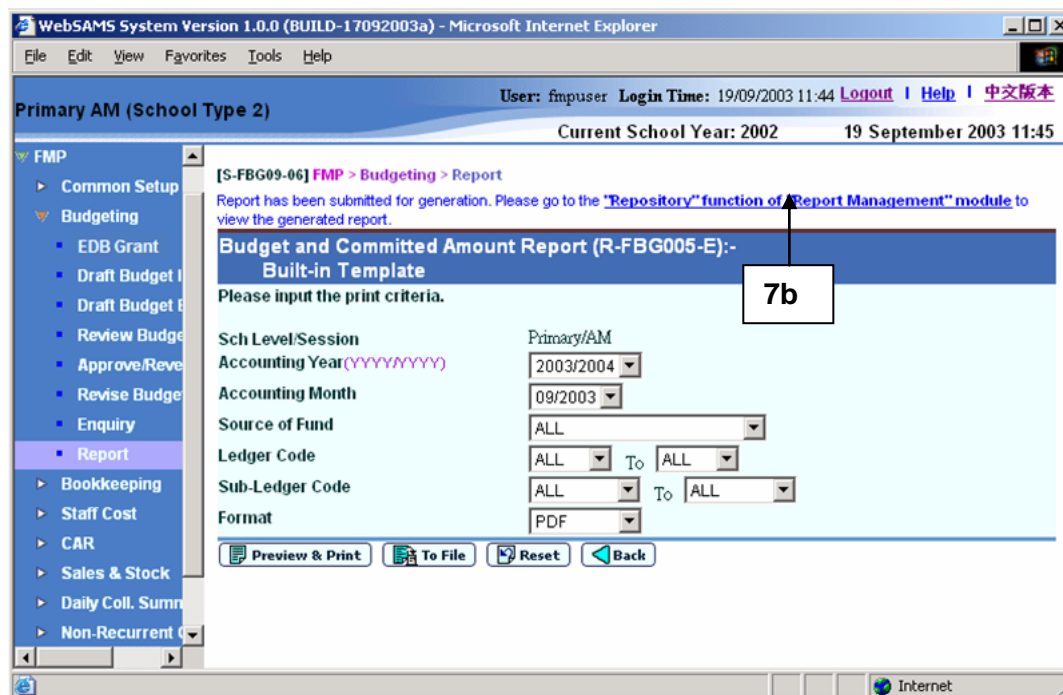
Template Description	Type	Creator	Creation Time
Built-in Template	Built-In	---	---
Budget Expenditure by Programmes (R-FBG002-E)			
Budget Income by Ledger (R-FBG001-E)			
Expenditure Report by Grant (R-FBG003-E)			
Five Year Forecast for Income (R-FBG004-E)			
History of Revision to Budget (R-FBG005-E)			
OEBG Expenditure Budget (R-FBG008-E)			
OEBG Expenditure Report (R-FBG007-E)			
Summary of Budget Income and Expenditure (R-FBG006-E)			
Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)			
Variance Report of Expenditure (R-FBG004-E)			
Variance Report of Income (R-FBG003-E)			

Report Template Link

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

4. Click on the Report Template link to view the report search criterions.
5. Users may narrow down the search by changing the various search criterions presented on the screen.
6. Click **[Preview & Print]** button to open a new window to preview the report.
7. Users can choose to generate the report backend by clicking on **[To File]** button.
 - a. Users are required to fill in the report descriptions. Report will then be generated and stored in Report Repository. No report window will pop up.
 - b. Users can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.





Post-effects

1. If [Preview & Print] button is clicked, the selected report is generated for users to preview in a pop-up window.
2. If [To File] button is clicked, the selected report is generated and stored in Report Management - Repository. After clicking the [To File] button, a textbox will pop up and users may fill in the description of the report in the textbox during report retrieval in Report Management - Repository for easy reference.



Notes

1. Different types of schools have different report categories. They are as follows:

Whole Day with Accounting Period from September to August

- Budgeting Report by Accounting Year
- School Plan by School Year

Bi-sessional (AM & PM) with Accounting Period from September to August

- Budgeting Report by Accounting Year
- Consolidated Report by Accounting Year
- School Plan by School Year

Through Train with Accounting Period from September to August

(a) Whole Day Secondary and Whole Day Primary

- Budgeting Report by Accounting Year
- Consolidated School Level Report by Accounting Year
- School Plan by School Year

(b) Whole Day Secondary and Bi-sessional (AM+PM) Primary

- Budgeting Report by Accounting Year
- Consolidated Report by Accounting Year
- Consolidated School Level Report by Accounting Year
- School Plan by School Year

Whole Day with Accounting Period from April to March

- Budgeting Report by Accounting Year
- Budgeting Report by School Year
- School Plan by School Year

Bi-sessional (AM & PM) with Accounting Period from April to March

- Budgeting Report by Accounting Year
- Budgeting Report by School Year
- Consolidated Report by Accounting Year
- Consolidated Report by School Year
- School Plan by School Year

Through Train with Accounting Period from April to March

(a) Whole Day Secondary and Whole Day Primary

- Budgeting Report by Accounting Year
- Budgeting Report by School Year
- Consolidated School Level Report by Accounting Year
- Consolidated School Level Report by School Year
- School Plan by School Year

(b) Whole Day Secondary and Bi-sessional (AM+PM) Primary with Accounting Period from April to March

- Budgeting Report by Accounting Year
- Budgeting Report by School Year
- Consolidated Report by Accounting Year
- Consolidated Report by School Year
- Consolidated School Level Report by Accounting Year
- Consolidated School Level Report by School Year
- School Plan by School Year

Consolidated Reports are only available for Bi-sessional Schools and Through Train Schools.

2. The following reports are available:

Budgeting Report by Accounting Year (Accounting period from September to August)

- Budget and Expenditure Report (R-FBG005)
- Budget Expenditure by Programmes (R-FBG002)
- Budget Income by Ledger (R-FBG001)
- Expenditure Report by Grant Type (R-FBG009)
- Five Year Forecast for Income and Expenditure (R-FBG010)
- History of Revision to Budget Income and Expenditure (R-FBG011)
- OEBG Expenditure Budget (R-FBG008)
- OEBG Expenditure Report (R-FBG007)
- Summary of Budget Income and Expenditure (R-FBG006)
- Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)
- Variance Report of Expenditure (R-FBG004)

- Variance Report of Income (R-FBG003)

Consolidated Report by Accounting Year (Accounting period from September to August)

- Consolidated Budget and Expenditure Report (R-FBG016)
- Consolidated Budget Expenditure by Programmes (R-FBG013)
- Consolidated Budget Income by Ledger (R-FBG012)
- Consolidated Expenditure Report by Grant Type (R-FBG021)
- Consolidated Five Year Forecast for Income and Expenditure (R-FBG022)
- Consolidated History of Revision to Budget Income and Expenditure (R-FBG023)
- Consolidated OEBG Expenditure Budget (R-FBG020)
- Consolidated OEBG Expenditure Budget with Bi-sessional Breakdown (R-FBG018)
- Consolidated OEBG Expenditure Report (R-FBG019)
- Consolidated Summary of Budget Income and Expenditure (R-FBG017)
- Consolidated Variance Report of Expenditure (R-FBG015)
- Consolidated Variance Report of Income (R-FBG014)

Consolidated School Level Report by Accounting Year (Accounting period from September to August)

- Consolidated Budget and Expenditure Report (R-FBG016T)
- Consolidated Budget Expenditure by Programmes (R-FBG013T)
- Consolidated Budget Income by Ledger (R-FBG012T)
- Consolidated Expenditure Report by Grant Type (R-FBG021T)
- Consolidated Five Year Forecast for Income and Expenditure (R-FBG022T)
- Consolidated History of Revision to Budget Income and Expenditure (R-FBG023T)
- Consolidated OEBG Expenditure Budget (R-FBG020T)
- Consolidated OEBG Expenditure Budget with School Level Breakdown (R-FBG018T)
- Consolidated OEBG Expenditure Report (R-FBG019T)
- Consolidated Summary of Budget Income and Expenditure (R-FBG017T)
- Consolidated Variance Report of Expenditure (R-FBG015T)
- Consolidated Variance Report of Income (R-FBG014T)

Budgeting Report by School Year (Accounting Period from April to March)

- Budget and Expenditure Report (R-FBG005S)
- Budget Expenditure by Programmes (R-FBG002S)
- Budget Income by Ledger (R-FBG001S)
- Expenditure Report by Grant Type (R-FBG009S)
- Five Year Forecast for Income and Expenditure (R-FBG010S)
- History of Revision to Budget Income and Expenditure (R-FBG011S)
- OEBG Expenditure Budget (R-FBG008S)
- OEBG Expenditure Report (R-FBG007S)
- Summary of Budget Income and Expenditure (R-FBG006S)
- Variance Report of Expenditure (R-FBG004S)
- Variance Report of Income (R-FBG003S)

Consolidated Report by School Year (Accounting Period from April to March)

- Consolidated Budget and Expenditure Report (R-FBG016S)
- Consolidated Budget Expenditure by Programmes (R-FBG013S)
- Consolidated Budget Income by Ledger (R-FBG012S)
- Consolidated Expenditure Report by Grant Type (R-FBG021S)
- Consolidated Five Year Forecast for Income and Expenditure (R-FBG022S)
- Consolidated History of Revision to Budget Income and Expenditure (R-FBG023S)
- Consolidated OEBG Expenditure Budget (R-FBG020S)
- Consolidated OEBG Expenditure Budget with Bi-sessional Breakdown (R-FBG018S)
- Consolidated OEBG Expenditure Report (R-FBG019S)
- Consolidated Summary of Budget Income and Expenditure (R-FBG017S)
- Consolidated Variance Report of Expenditure (R-FBG015S)
- Consolidated Variance Report of Income (R-FBG014S)

Consolidated School Level Report by School Year (Accounting Period from April to March)

- Consolidated Budget and Expenditure Report (R-FBG016TS)
- Consolidated Budget Expenditure by Programmes (R-FBG013TS)
- Consolidated Budget Income by Ledger (R-FBG012TS)
- Consolidated Expenditure Report by Grant Type (R-FBG021TS)
- Consolidated Five Year Forecast for Income and Expenditure (R-FBG022TS)
- Consolidated History of Revision to Budget Income and Expenditure (R-FBG023TS)
- Consolidated OEBG Expenditure Budget (R-FBG020TS)
- Consolidated OEBG Expenditure Budget with School Level Breakdown (R-FBG018TS)
- Consolidated OEBG Expenditure Report (R-FBG019TS)
- Consolidated Summary of Budget Income and Expenditure (R-FBG017TS)
- Consolidated Variance Report of Expenditure (R-FBG015TS)
- Consolidated Variance Report of Income (R-FBG014TS)

School Plan by School Year (Accounting period from September to August)

- School Plan by School Year (R-FBG024)

School Plan by School Year (Accounting period from April to March)

- School Plan by School Year (R-FBG024S)

3. There are 4 types of report.

a. Single School Level / Session and Bi-School Levels / Sessions Reports

These reports aimed for schools with accounting period from September to August. They will be printed according to accounting year. These reports have no suffix and ranges from FBG001 to FBG025.

b. Consolidated School Level by Accounting Year

These reports aimed for schools with accounting period from September to August. They consolidate the budgets from multiple School Levels / Sessions. These reports will be printed according to accounting year and are suffixed by "T". These reports have ranges from FBG012T to FBG023T. Only Through Train schools can access these reports.

c. Single School Level / Session and Bi-School Levels / Sessions School Year Reports

These reports are aimed for schools with accounting period from April to March. They will be printed according to school year and are suffixed by "S". These reports have ranges from FBG001S to FBG024S.

d. Consolidated School Level / Session Reports by School Year

These reports are aimed for schools with accounting period from April to March. They consolidate budgets from multiple School Levels / Sessions. These reports will be printed according to School Year and are suffixed by "TS". These reports have ranges from FBG012TS to FBG023TS.

4. Different reports may have different set of input criteria.

4.1 Budget and Expenditure Report (R-FBG005-E/R-FBG005S-E)

- This function allows the users to generate the Budget and Expenditure Report (R-FBG005-E/R-FBG005S-E) based on the selected print criteria.

The screenshot displays the WebSAMS System Version 1.0.0 (BUILD-13082003a) in a Microsoft Internet Explorer browser. The user is logged in as 'fmpuser' on 14/08/2003 at 17:44. The current school year is 2002, and the date is 14 August 2003 at 18:07. The interface shows a navigation menu on the left with options like Home, FMP, Common Setup, Budgeting, and Report. The main content area is titled 'Primary AM (School Type 2)' and displays the 'Budget and Committed Amount Report (R-FBG005-E)' form. The form includes fields for 'Sch Level/Session' (Primary AM), 'Accounting Year' (2001/2002), 'Accounting Month' (09/2001), 'Source of Fund' (ALL), 'Ledger Code' (ALL), 'Sub-Ledger Code' (ALL), and 'Format' (PDF). There are buttons for 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.2 Budget Expenditure by Programmes (R-FBG002-E/R-FBG002S-E)

- This function allows users to generate the Budget Expenditure by Programmes (R-FBG002-E/R-FBG002S-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-13082003a) interface in Microsoft Internet Explorer. The user is logged in as 'fmpuser' on 14/08/2003 at 17:44. The current school year is 2002, and the date is 14 August 2003 at 17:59. The sidebar menu includes Home, FMP, Common Setup, Budgeting, and Report. The 'Report' menu item is highlighted. The main content area displays the 'Budget Expenditure by Programmes (R-FBG002-E)' report generation screen. The screen has a purple header with the title and a subtitle 'Built-in Template'. Below the header, it says 'Please input the print criteria:'. The form contains the following fields: 'Sch Level/Session' (Primary AM), 'Accounting Year (YYYYYYYY)' (2000/2001), 'Programme Code' (ALL To ALL), 'Source of Fund' (ALL), 'Ledger Code' (ALL To ALL), 'Sub-Ledger Code' (ALL To ALL), 'Version' (Draft), and 'Format' (PDF). At the bottom of the form are four buttons: 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Programme Code
 - Source of Fund
 - Ledger Code

- Sub-Ledger Code
- Version (Draft, Original, Revised)
- Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.3 Budget Income by Ledger (R-FBG001-E/R-FBG001S-E)

- This function allows users to generate the Budget Income by Ledger (R-FBG001-E/R-FBG001S-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links »

Primary AM (School Type 2) User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 17:45

[S-FBG09-02] FMP > Budgeting > Report

Budget Income by Ledger (R-FBG001-E):
Built-in Template

Please input the print criteria:

Sch Level/Session	Primary AM	
Accounting Year (YYYYMM)	2001/2002	
Source of Fund	ALL	
Ledger Code	ALL	To ALL
Sub-Ledger Code	ALL	To ALL
Version	Draft	
Format	PDF	

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.4 Expenditure Report by Grant Type (R-FBG009/R-FBG009S-E)

- This function allows the users to generate the Expenditure Report by Grant Type (R-FBG009/R-FBG009S-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-13082003a) running in Microsoft Internet Explorer. The user is logged in as 'fmpuser' on 14/08/2003 at 17:44. The current school year is 2002, and the date is 14 August 2003 at 18:13. The left sidebar shows the 'Report' menu item selected. The main content area displays the 'Expenditure Report by Grant Type (R-FBG009-E)' screen with the following criteria:

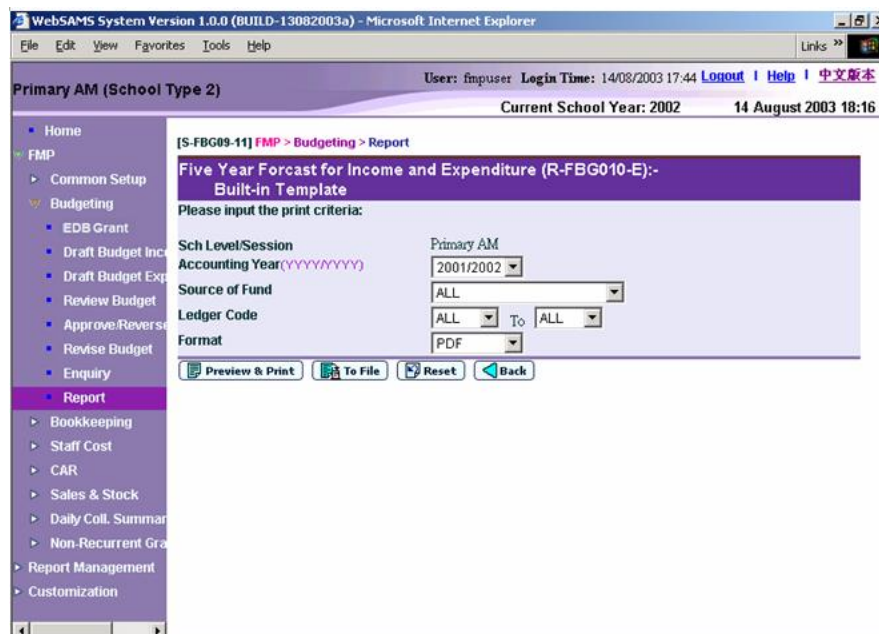
Please input the print criteria:	
Sch Level/Session	Primary AM
Accounting Year (YYYYYY)	2001/2002
Accounting Month	09/2001
Source of Fund	ALL
Ledger Code	ALL To ALL
Format	PDF

Buttons at the bottom: Preview & Print, To File, Reset, Back.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.5 Five Year Forecast for Income and Expenditure (R-FBG010-E/R-FBG0010S-E)

- This function allows the users to generate the Five Year Forecast for Income and Expenditure (R-FBG010-E/R-FBG0010S-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- 4.6 History of Revision to Budget Income and Expenditure (R-FBG011-E/R-FBG011S-E)
- This function allows the users to generate the History of Revision to Budget Income and Expenditure (R-FBG011-E/R-FBG011S-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:17

[S-FBG09-12] FMP > Budgeting > Report

**History of Revision to Budget Income and Expenditure (R-FBG011-E):-
Built-in Template**

Please input the print criteria:

Sch Level/Session Primary AM
Accounting Year(YYYYYYYY) 2001/2002
Source of Fund ALL
Ledger Code ALL To ALL
Sub-Ledger Code ALL To ALL
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.7 OEBG Expenditure Budget (R-FBG008-E/R-FBG008S-E)

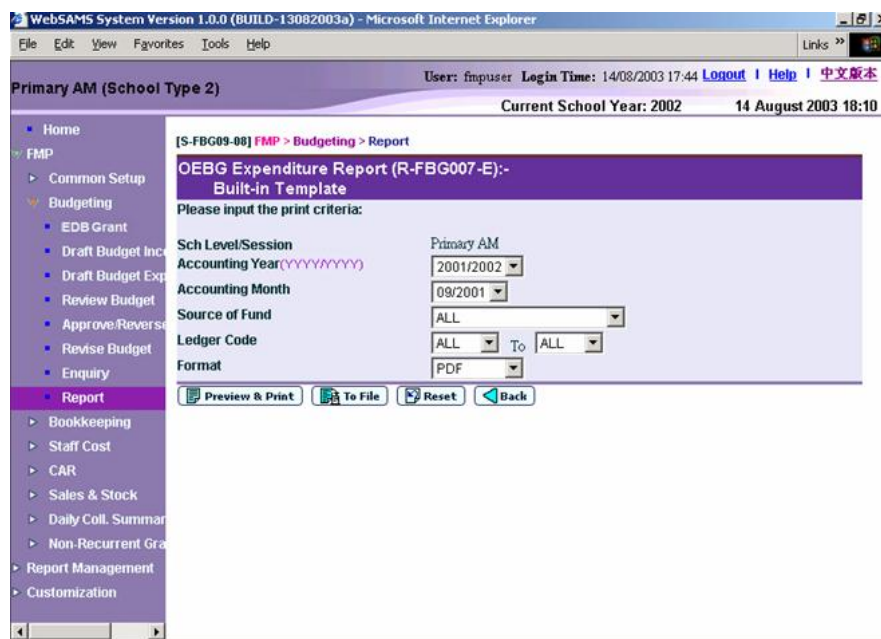
- This function allows the users to generate the OEBG Expenditure Budget (R-FBG008-E/R-FBG008S-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-13082003a) running in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is 14/08/2003 17:44. The current school year is 2002, and the date is 14 August 2003 18:12. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, EDB Grant, Draft Budget Inc, Draft Budget Exp, Review Budget, Approve/Reverse, Revise Budget, Enquiry, Report, Bookkeeping, Staff Cost, CAR, Sales & Stock, Daily Coll. Summary, Non-Recurrent Grant, Report Management, and Customization. The main content area displays the 'OEBG Expenditure Budget (R-FBG008-E) Built-in Template' and asks the user to input print criteria. The criteria include: Sch Level/Session (Primary AM), Accounting Year (2001/2002), Source of Fund (ALL), Ledger Code (ALL To ALL), Version (Draft), and Format (PDF). Buttons for 'Preview & Print', 'To File', 'Reset', and 'Back' are at the bottom.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.8 OEBG Expenditure Report (R-FBG007-E/R-FBG007S-E)

- This function allows the users to generate the OEBG Expenditure Report (R-FBG007-E/R-FBG007S-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- 4.9 Summary of Budget Income and Expenditure (R-FBG006-E/R-FBG006S-E)
- This function allows the users to generate the Summary of Budget Income and Expenditure (R-FBG006-E/R-FBG006S-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-13082003a) running in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is 14/08/2003 17:44. The current school year is 2002, and the date is 14 August 2003 18:09. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, EDB Grant, Draft Budget Inc, Draft Budget Exp, Review Budget, Approve/Reverse, Revise Budget, Enquiry, Report, Bookkeeping, Staff Cost, CAR, Sales & Stock, Daily Coll. Summary, Non-Recurrent Grant, Report Management, and Customization. The main form area is titled '[S-FBG09-07] FMP > Budgeting > Report' and 'Summary of Budget Income and Expenditure (R-FBG006-E):- Built-in Template'. It prompts the user to 'Please input the print criteria:' and includes fields for Sch Level/Session (Primary AM), Accounting Year (2001/2002), Source of Fund (ALL), Ledger Code (ALL To ALL), Sub-Ledger Code (ALL To ALL), Version (Draft), and Format (PDF). At the bottom, there are buttons for 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.10 Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)

- This function allows the users to generate the Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E) based on the selected print criteria.

SR2 Through Train School User: super1 Login Time: 14/09/2011 17:03 Logout Help 中文版本

Current School Year: 2010 14 September 2011 17:05

[S-FBG09-74] FMP > Budgeting > Report

Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E):- Built-in Template

Please input the print criteria.

Sch Level/Session Primary/AM
Primary/PM
Secondary/Whole Day

Accounting Year (2002/2003) 2002/2003

Source of Fund All

Ledger Code All To All

Sub-Ledger Code All To All

Version Draft

Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.11 Variance Report of Expenditure (R-FBG004-E/R-FBG004S-E)

- This function allows the users to generate the Variance Report of Expenditure (R-FBG004-E/R-FBG004S-E) based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 12:52

[S-FBG09-05] FMP > Budgeting > Report

**Variance Report of Expenditure (R-FBG004-E):-
Built-in Template**

Please input the print criteria.

Sch Level/Session Primary/AM
Accounting Year(YYYYYYYY) 2009/2010
Accounting Month 09/2009
Programme Code All To All
Source of Fund All
Ledger Code All To All
Sub-Ledger Code All To All
Version Draft
Format PDF
Sort By
☒ Voucher Date
☐ Voucher No.

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Accounting Month
 - Programme Code
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Sort By (Voucher Date, Voucher Number)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.12 Variance Report of Income (R-FBG003-E/R-FBG003S-E)

- This function allows the users to generate the Variance Report of Income (R-FBG003-E/R-FBG003S-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 14/08/2003 17:44 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:02

[S-FBG09-04] FMP > Budgeting > Report

Variance Report of Income (R-FBG003-E):-
Built-in Template

Please input the print criteria:

Sch Level/Session Primary AM
Accounting Year(YYYY/YYYY) 2000/2001
Accounting Month 09/2000
Source of Fund ALL
Ledger Code ALL To ALL
Sub-Ledger Code ALL To ALL
Version Draft
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
 - The selection for “Version” is omitted if it is a school year report.
- 4.13 Consolidated Budget and Expenditure Report (R-FBG016-E/R-FBG016S-E/R-FBG016T-E/R-FBG016TS-E)
- This function allows the users to generate the Consolidated Budget and Expenditure Report (R-FBG016-E/R-FBG016S-E/R-FBG016T-E/R-FBG016TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

Primary AM (School Type 2) User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 18:49

[S-FBG09-17] FMP > Budgeting > Report

Consolidated Budget and Committed Amount Report (R-FBG016-E):-
Built-in Template

Please input the print criteria:

School Level Primary
Accounting Year(YYYY/YYYY) 2001/2002
Accounting Month 09/2001
Source of Fund ALL
Ledger Code ALL To ALL
Sub-Ledger Code ALL To ALL
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- 4.14 Consolidated Budget Expenditure by Programmes (R-FBG013-E/R-FBG013S-E/R-FBG013T-E/R-FBG013TS-E)
- This function allows users to generate the Consolidated Budget Expenditure by Programmes (R-FBG013-E/R-FBG013S-E/R-FBG013T-E/R-FBG013TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:32

[S-FBG09-14] FMP > Budgeting > Report

Consolidated Budget Expenditure By Programmes (R-FBG013-E):-
Built-in Template

Please input the print criteria:

School Level: Primary
Accounting Year(YYYYYYYY): 2001/2002
Programme Code: ALL To ALL
Source of Fund: ALL
Ledger Code: ALL To ALL
Sub-Ledger Code: ALL To ALL
Version: Draft
Format: PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Programme Code
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management – Repository by clicking the **[To File]** button.
 - The selection for “Version” is omitted if it is a school year report.
- 4.15 Consolidated Budget Income by Ledger (R-FBG012-E/R-FBG012S-E/R-FBG012T-E/R-FBG012TS-E)
- This function allows the users to generate the Consolidated Budget Income by Ledger (R-FBG012-E/R-FBG012S-E/R-FBG012T-E/R-FBG012TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:30

[S-FBG09-13] FMP > Budgeting > Report

Consolidated Budget Income By Ledger (R-FBG012-E):-
Built-in Template

Please input the print criteria:

School Level: Primary
Accounting Year(YYYYYYYY): 2001/2002
Source of Fund: ALL
Ledger Code: ALL To ALL
Sub-Ledger Code: ALL To ALL
Version: Draft
Format: PDF

Buttons: Preview & Print, To File, Reset, Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.16 Consolidated Expenditure Report by Grant Type (R-FBG021-E/R-FBG021S-E/R-FBG021T-E/R-FBG021TS-E)

- This function allows the users to generate the Consolidated Expenditure Report by Grant Type (R-FBG021-E/R-FBG021S-E/R-FBG021T-E/R-FBG021TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:57

[S-FBG09-22] FMP > Budgeting > Report

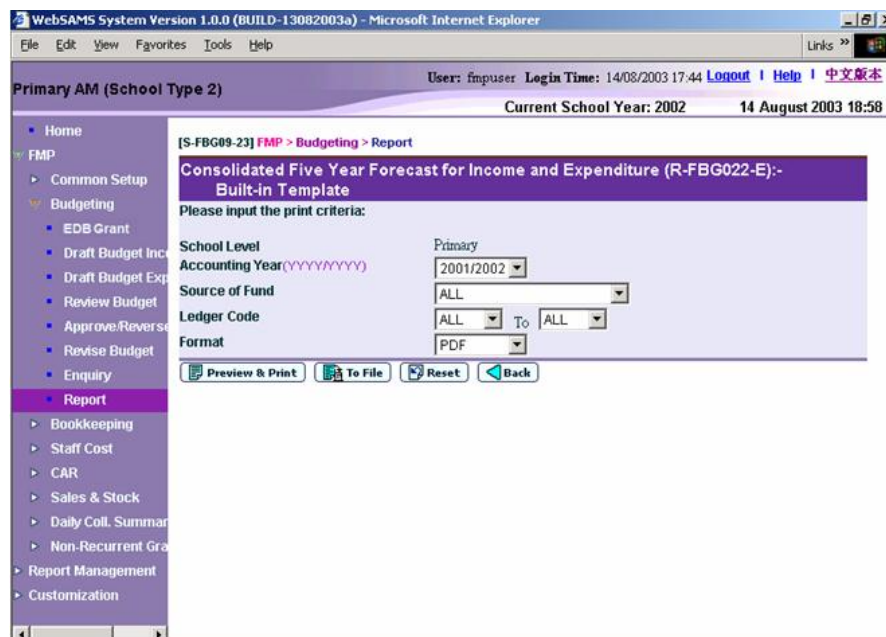
Consolidated Expenditure Report by Grant Type (R-FBG021-E):-
Built-in Template

Please input the print criteria:

School Level: Primary
Accounting Year: 2001/2002
Accounting Month: 09/2001
Source of Fund: ALL
Ledger Code: ALL To ALL
Format: PDF

Buttons: Preview & Print, To File, Reset, Back

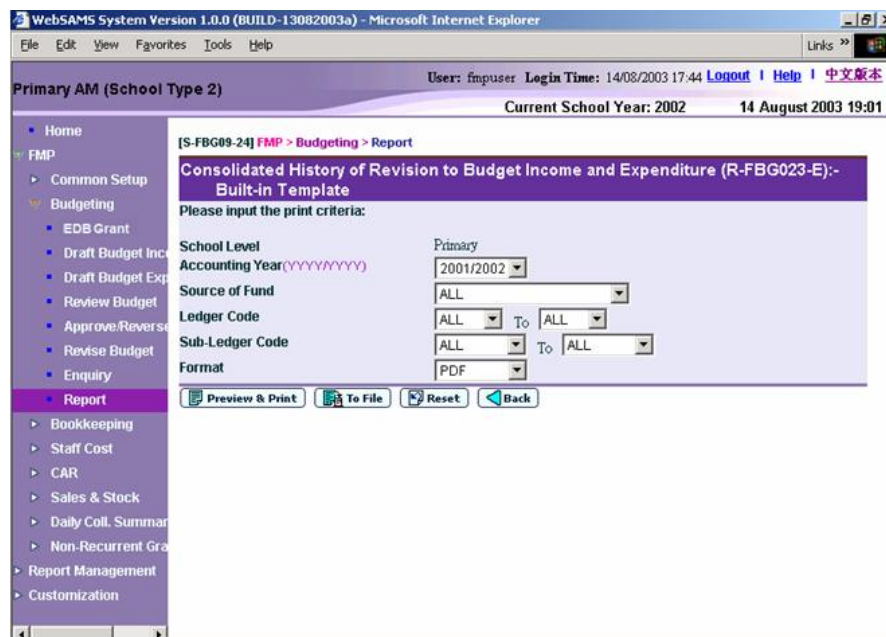
- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- 4.17 Consolidated Five Year Forecast for Income and Expenditure (R-FBG022-E/R-FBG022S-E/R-FBG022T-E/R-FBG022TS-E)
- This function allows the users to generate the Consolidated Five Year Forecast for Income and Expenditure (R-FBG022-E/R-FBG022S-E/R-FBG022T-E/R-FBG022TS-E) based on the selected print criteria.



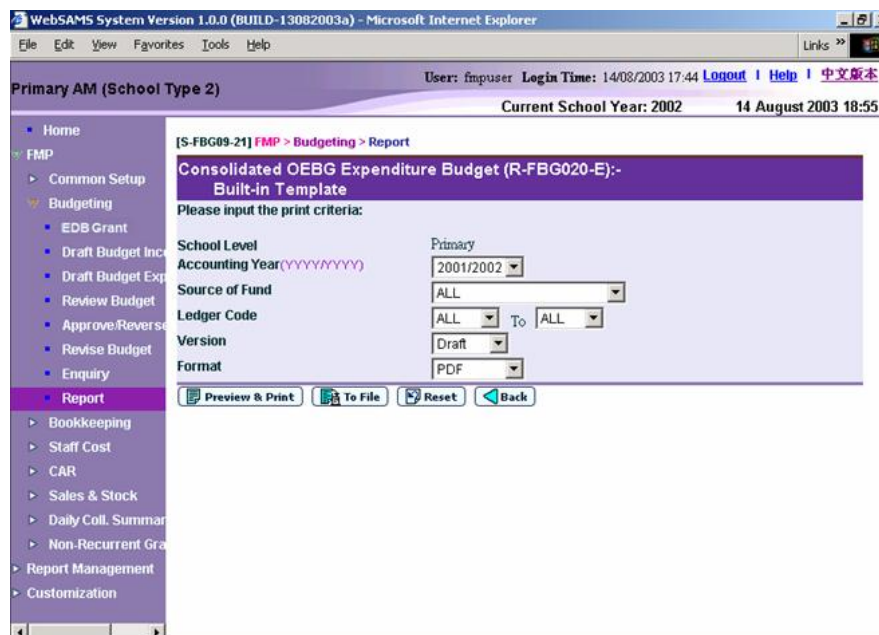
- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.18 Consolidated History of Revision to Budget Income and Expenditure (R-FBG023-E/R-FBG023S-E/R-FBG023T-E/R-FBG023TS-E)

- This function allows users to generate the Consolidated History of Revision to Budget Income and Expenditure (R-FBG023-E/R-FBG023S-E/R-FBG023T-E/R-FBG023TS-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- 4.19 Consolidated OEBG Expenditure Budget (R-FBG020-E/R-FBG020S-E/R-FBG020T-E/R-FBG020TS-E)
- This function allows the users to generate the Consolidated OEBG Expenditure Budget (R-FBG020-E/R-FBG020S-E/R-FBG020T-E/R-FBG020TS-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
 - The selection for “Version” is omitted if it is a school year report.
- 4.20 Consolidated OEBG Expenditure Budget with Bi-sessional Breakdown (R-FBG018-E/R-FBG018S-E/R-FBG018T-E/R-FBG018TS-E)
- This function allows the users to generate the Consolidated OEBG Expenditure Budget with Bi-sessional Breakdown (R-FBG018-E/R-FBG018S-E/R-FBG018T-E/R-FBG018TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:52

[S-FBG09-19] FMP > Budgeting > Report

Consolidated OEBG Expenditure Budget with Bi-sessional Breakdown (R-FBG018-E):- Built-in Template

Please input the print criteria:

School Level: Primary
 Accounting Year(YYYYYY): 2001/2002
 Source of Fund: ALL
 Ledger Code: ALL To ALL
 Version: Draft
 Format: PDF

Buttons: Preview & Print, To File, Reset, Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
 - The selection for “Version” is omitted if it is a school year report.
- 4.21 Consolidated OEBG Expenditure Report (R-FBG019-E/R-FBG019S-E/R-FBG019T-E/R-FBG019TS-E)
- This function allows the users to generate the Consolidated OEBG Expenditure Report (R-FBG019-E/R-FBG019S-E/R-FBG019T-E/R-FBG019TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

Primary AM (School Type 2) User: fmpuser Login Time: 14/08/2003 17:44 Logout | Help | 中文版本

Current School Year: 2002 14 August 2003 18:53

[S-FBG09-20] FMP > Budgeting > Report

Consolidated OEBG Expenditure Report (R-FBG019-E):-
Built-In Template

Please input the print criteria:

School Level: Primary
Accounting Year (YYYY/YYYY): 2001/2002
Accounting Month: 09/2001
Source of Fund: ALL
Ledger Code: ALL To ALL
Format: PDF

Buttons: Preview & Print, To File, Reset, Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

4.22 Consolidated Summary of Budget Income and Expenditure (R-FBG017-E/R-FBG017S-E/R-FBG017T-E/R-FBG017TS-E)

- This function allows the users to generate the Consolidated Summary of Budget Income and Expenditure (R-FBG017-E/R-FBG017S-E/R-FBG017T-E/R-FBG017TS-E) based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-13082003a) running in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is 14/08/2003 17:44. The current school year is 2002, and the date is 14 August 2003 18:51. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, EDB Grant, Draft Budget Income, Draft Budget Expenditure, Review Budget, Approve/Reverse, Revise Budget, Enquiry, Report, Bookkeeping, Staff Cost, CAR, Sales & Stock, Daily Coll. Summary, Non-Recurrent Grant, Report Management, and Customization. The main content area displays the 'Consolidated Summary of Budget Income and Expenditure (R-FBG017-E)' report generation screen. The title is 'Consolidated Summary of Budget Income and Expenditure (R-FBG017-E):- Built-in Template'. Below the title, it says 'Please input the print criteria:'. The form includes the following fields: School Level (Primary), Accounting Year (2001/2002), Source of Fund (ALL), Ledger Code (ALL), Sub-Ledger Code (ALL), Version (Draft), and Format (PDF). At the bottom of the form, there are buttons for 'Preview & Print', 'To File', 'Reset', and 'Back'.

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.23 Consolidated Variance Report of Expenditure (R-FBG015-E/R-FBG015S-E/R-FBG015T-E/R-FBG015TS-E)

- This function allows the users to generate the Consolidated Variance Report of Expenditure (R-FBG015-E/R-FBG015S-E/R-FBG015T-E/R-FBG015TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:44

[S-FBG09-16] FMP > Budgeting > Report

Consolidated Variance Report of Expenditure (R-FBG015-E):-
Built-in Template

Please input the print criteria:

School Level Primary
Accounting Year 2001/2002
Accounting Month 09/2001
Programme Code ALL To ALL
Source of Fund ALL
Ledger Code ALL To ALL
Sub-Ledger Code ALL To ALL
Version Draft
Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Accounting Month
 - Programme Code
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.24 Consolidated Variance Report of Income (R-FBG014-E/R-FBG014S-E/R-FBG014T-E/R-FBG014TS-E)

- This function allows the users to generate the Consolidated Variance Report of Income (R-FBG014-E/R-FBG014S-E/R-FBG014T-E/R-FBG014TS-E) based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 14/08/2003 17:44 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 14 August 2003 18:34

[S-FBG09-15] FMP > Budgeting > Report

Consolidated Variance Report of Income (R-FBG014-E):-
Built-in Template

Please input the print criteria:

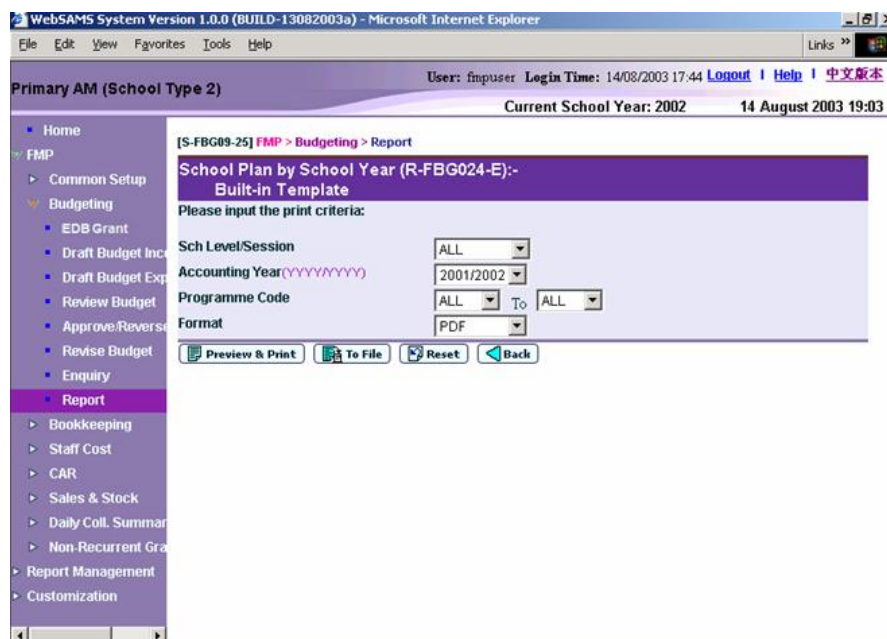
School Level	Primary
Accounting Year(YYYYYY)	2001/2002
Accounting Month	09/2001
Source of Fund	ALL
Ledger Code	ALL To ALL
Sub-Ledger Code	ALL To ALL
Version	Draft
Format	PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate report:
 - School Level
 - Accounting Year or School Year
 - Accounting Month
 - Source of Fund
 - Ledger Code
 - Sub-Ledger Code
 - Version (Draft, Original, Revised)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
- The selection for “Version” is omitted if it is a school year report.

4.25 School Plan by School Year (R-FBG024-E/R-FBG024S-E)

- This function allows the users to generate the School Plan by School Year (R-FBG024-E/R-FBG024S-E) based on the selected print criteria.



- The below criteria can be selected from this screen to generate report:
 - School Level / Session
 - Accounting Year or School Year
 - Programme Code
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You can (i) view the report online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.
5. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.